

General Affairs & Human Resources Manager

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Global Manufacturing Company

Job ID
1619555

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
7 million yen ~ 8.5 million yen

Refreshed
October 29th, 2026 17:13

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

A company with a manufacturing facility is hiring for a General Affairs & Human Resources Manager position.

This role offers the opportunity to play a key part in supporting site operations and employee engagement while partnering closely with plant leadership. The successful candidate will contribute to creating a safe, compliant, and productive workplace by overseeing both General Affairs and Human Resources functions. This position is ideal for professionals who enjoy working across a broad range of operational and people-related responsibilities and who are looking to make a meaningful impact within a dynamic plant environment.

Job Description
Lead General Affairs operations, including facility management, office administration, vendor contract management, and utility management.
Ensure compliance with applicable laws, internal regulations, and audit requirements while maintaining effective governance practices.
Drive business continuity planning, crisis management, emergency response initiatives, and site security activities.
Collaborate with relevant stakeholders to support occupational health and safety programs and employee welfare initiatives.

Manage recruitment and onboarding activities to support organizational growth and workforce needs.
Provide HR support to managers and employees, including labor management, employee relations, and compliance with labor regulations.
Support talent management initiatives such as performance management, employee development, and succession planning while working closely with domestic and global HR teams.

Employee Benefits:
- 1 day WFH per week
- Own car commute acceptable
- Competitive salary and conditions

Required Skills

Qualifications
University degree or equivalent practical experience.
Experience in both General Affairs and Human Resources functions.
Experience working in a manufacturing or plant environment.
Knowledge of labor laws and regulations.
Strong communication and relationship-building skills.
Ability to work collaboratively with management, employees, and cross-functional teams.
Leadership and problem-solving capabilities.
Basic English communication skills, including email correspondence.
Experience within an international business environment is preferred.
First-Class Health Supervisor certification is preferred.
Fire Prevention Manager certification is preferred.

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

?

We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.