

HR Manager

外資系電力トレーディング企業での募集です。 採用のご経験のある方は歓迎です。

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
外資系電力トレーディング企業

Job ID
1624504

Industry
Petrochemical, Energy

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
7 million yen ~ 13 million yen

Work Hours
09:00 ~ 18:00

Holidays
詳細は求人ご紹介時にご案内いたします。

Refreshed
November 26th, 2026 16:09

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2425583】
This is a managerial yet highly hands on position requiring a “roll up your sleeves” approach to HR operations. The role is responsible for managing
comprehensive end to end HR Generalist functions including C B labour law compliance Corporate HR coordination employee relations and
recruitment while also directly handling the full range of day to day HR administrative and clerical tasks.
In addition to core HR operations the position proactively drives and supports ad hoc initiatives related to harassment

mitigation employee
engagement and training internal communications and employer branding contributing to the Company’s strategic business directions while ensuring
smooth and effective execution of daily HR activities.

■Duties and Responsibilities:
・HR Labour Law Compliance and Governance
・Payroll / C B
・HR Operations Systems and Data
・Recruitment Onboarding and Workforce Mobility
・Employee Relations and Organizational Development
・Manpower Planning and Budgeting
・Training Development and Employee Engagement
・Corporate and Stakeholder Coordination

□Ad hoc Responsibilities:
・Harassment Mitigation
・Company Branding
・Teambuilding Activities

◇Others:
・Other similar duties and responsibilities not mentioned above

Required Skills

■MUST SKILLS
Strong knowledge and practical understanding of Japanese employment labour and related legal regulations with the ability to effectively implement
and ensure compliance in the workplace.
Strong experience in payroll social insurance labour management and other core HR operations.
High resilience adaptability and energy to thrive in a fast paced diverse and dynamic work environment.
Proven experience in planning organizing and facilitating employee engagement and development initiatives including onboarding orientations skillup
programs compliance workshops and other employee focused training. Experience in external employer branding activities such as job fairs and
university outreach is also highly desirable.
Strong experience in harassment prevention and mitigation employee relations and conflict management.
Champion of Change Management
Comfortable working in a hands on environment and taking ownership of both managerial responsibilities and day to day HR administrative and
clerical tasks.
■MUST PERSONALITY
Highly enthusiastic positive proactive and solution oriented mindset with a strong willingness to take initiative and get things done.
■WANT
Certified Health and Safety Officer（衛生管理者）or equivalent qualification.
Experience working in the energy industry particularly in renewable energy power or energy trading.

Company Description

ご紹介時にご案内いたします