



【外資大手】即日開始、時給4500円～採用リーダー High level Haken

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1465358

業種

自動車・自動車部品

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 少数

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

時給

4500円以上 + 交通費

勤務時間

8:40 ～ 17:40、フレックスタイム制、自動車カレンダー

休日・休暇

土日祝日

更新日

2024年05月01日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

エグゼクティブ・経営幹部レベル

英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

募集背景：正社員離職のReplacement

英語力：ビジネスレベル、会話発生

在宅勤務：プライベートと仕事のスケジュールに合わせて自由に調整できる

勤務時間：8:40 ～ 17:40、フレックスタイム制、自動車カレンダー

残業：発生、

仕事内容：自分自身で作業状況に合わせてコントロール可能、前任者月30時間以内程度

就業開始時期：ASAP

- Management and control the recruitment process and hiring of talent, support key internal stakeholder relationships in the business, deal with external recruiting agency partners and CM agency partners
- Projects lead the implementation of a corporate HR strategic project especially HR transformation, India, Korea and South East Asia through processes to support mid-career and graduate recruitment.
- Support the recruitment activities of direct employees for the Business Units in Japan.
- Support the introduction of Success factors recruiting system in Global HR project.
- Control the general organization of the recruitment group, and information and data.
- Instruct and develop the induction training for newly recruited hires
- Actively proceed the internal job market and internal publishing of open positions
- Contribute to achievement of recruitment KPIs and regular reporting to management
- Lead and support for other HR projects without recruitment.

Team members

- Japan: 4 members as solid report (2 mid career, 2 new grads)
- India, Korea and SE Asia: 3- 4 members each as dotted report

Candidate profile

スキル・資格

Education and experience level

- 3 years manager or team leader practical experience as an company HR or internal recruiter.
- 5 years in mid career recruitment related role, technical engineering recruitment experience is preferred.
- 3 years in new grads recruitment related role, technical engineering recruitment experience is preferred.
- 3 years practical experience as an HR generalist without recruitment activities
- Experience in manufacturing, related industry or complex organization an advantage
- Flexibility to handle issues between inter-hierarchy, inter-regions, cross-functional, cross-business
- Able to handle different deadlines and time pressures
- Good communication and people skills in both English and Japanese
- Understanding of business etiquette both Japanese and International contexts
- Bachelor degree or above is a must
- Command in MS Word, PPT and EXCEL is a must

求める人物像：

積極的な社内コミュニケーションとタフな状況でも諦めない姿勢

適切な人材を採用するためのスピード、質を求める信念。

会社説明