

**MMJ Network**  
For Your Career



【外資ケミカル企業】 取締役人事総務部長 急募集!!

世界的オイルメジャーグループの日本法人（上場企業）が経営幹部を募集

#### 募集職種

人材紹介会社

[MMJ Network](#)

採用企業名

外資系企業

求人ID

1521426

部署名

人事総務部門

業種

化学・素材

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 品川区

最寄駅

山手線、 大崎駅

給与

1000万円 ~ 1800万円

勤務時間

9:00 - 17:00

休日・休暇

【年間休日120以上】 土日祝日、夏休み、年末年始休み、会社休日、慶弔休暇、育児休暇、産休等

更新日

2026年03月29日 00:00

#### 応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒： 学士号

**現在のビザ**

日本での就労許可が必要です

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**募集要項****【主な職務内容】**

- Set objectives for and manage multiple projects within a division.
- Develop innovative, advanced new concepts that improve processes or products across own and related disciplines.
- Corporate-wide initiatives and Strategic site initiatives.
- Ensures high standards of compliance to norms, policies and procedure.
- Work closely with leaders across HR function, business and other key leadership role to develop and execute the Human Resources strategy.
- Drive execution of annual and daily processes and provide timely and effective coaching to managers on HR processes and programs.
- Help create and drive labor relations strategy and tactics.
- Coach business leaders to build high performing teams to ensure effectiveness and delivery of business objectives.
- Stay current with innovative HR practices and informed on best-in class people and organization management.
- Provide leaders coaching on HR systems and processes with an emphasis on teaching managers to become self-sufficient in utilizing tools.
- Ensure high standards of Compliance to norms, policies and procedures.
- Create and drive labor relations strategy as well as tactical plans with the intent of creating a harmonious and productive employee relations environment.
- Play an advisory role in supporting leaders to anchor key initiatives in the areas of culture building, career and talent architecture and capability transformation.

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**スキル・資格****【資格・能力要件】**

- Bachelor's Degree and 6+ years of experience.
- Experience in leading organizations through significant change.
- Experience in creating and implementing standard HR process.
- Excellent written and oral communication skills.
- Advanced Microsoft Office suite skills and strong competency with tools (tools to be added by Hiring Manager).
- People management experience.

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**会社説明**