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HR Generalist

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1542608

業種

日用品・化粧品

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 800万円

更新日

2025年05月28日 12:17

応募必要条件

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

日本での就労許可は必要ありません

募集要項

We are seeking a dedicated and motivated Human Resource Generalist (HRG) to join our team in the industrial/manufacturing sector, based in Tokyo Shinagawa. This role calls for an individual who is capable of managing HR operations and implementing HR strategies.

Client Details

Our client is a large organization in the industrial/manufacturing sector, known for its innovative products and services. With a significant presence in Tokyo, they pride themselves on their commitment to sustainable practices and high-quality standards.

Description

1. Support HRBP with various HR tasks like hiring, training, C&B, and organizational changes.
2. Help managers with HR systems and answer questions from employees or the business.
3. Assist with yearly HR processes like promotions, salary reviews, and talent planning.

4. Help plan and run trainings or workshops for staff and managers.
5. Keep HR data up to date and create reports on headcount, turnover, and promotions.
6. Understand daily HR processes and look for ways to improve them.
7. Join and support HR projects as needed.

Job Offer

- A competitive salary range, around 7,000,000 JPY
- Opportunity to work in a large organization within the industrial/manufacturing industry
- A chance to make significant contributions to the company's HR strategies
- A supportive work environment based in Tokyo

We invite you to join our team and contribute to the success of our industrial/manufacturing company. Apply now and let's shape the future together.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

スキル・資格

A successful HRG should have:

- Knowledge and experience in human resources management, industrial relations, and labor law
- Strong interpersonal and communication skills
- Ability to develop and implement HR strategies that align with business goals
- Familiarity with the industrial/manufacturing industry
- Degree in Human Resources or related field

会社説明

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