



HR manager

外資流通企業での募集です。組織開発のご経験のある方は歓迎です。

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

外資流通企業

求人ID

1545884

業種

物流・倉庫

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 1100万円

勤務時間

09:00 ~ 18:00

休日・休暇

【有給休暇】入社6か月後12日、6.5年後22日【休日】完全週休二日制 土日 祝日 GW 夏季休暇 年末12月29日から年...

更新日

2025年06月26日 16:07

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

流暢

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

募集要項

【求人No NJB2307441】

- ・ Select train develop and motivate a staff of employees.
- ・ Ensure appropriate methods for recruitment interviewing and evaluating candidates for employment
- ・ Assist management in the writing of job descriptions in the performance appraisal and in the salary review processes to ensure fair and equitable appraisals and compensation levels for employees.
- ・ Provide guidance to managers on organization development restructuring expansion and resources allocation issues to

ensure efficient and optimal use of resources.

- Direct activities to complete new hire and termination reports. Maintain files and records to ensure compliance with all government agencies.
 - Assess training needs of personnel and recommend appropriate training opportunities.
 - Analyze the success/failure of HR policies and procedures and recommend improvements: provide policy interpretation on a broad spectrum of HR related areas including regulatory compensation safety etc.
 - Conduct/Facilitate HR related training for managers and employees such as new hire orientation policy and procedures training interview and selection training.
 - Coordinate complaint resolutions with management and the legal department as appropriate; provide guidance to management on employee relations discipline and termination issues.
 - Manage the exit interview process to gain insight into the organization and how it can be improved.
 - Maintain current knowledge of applicable governmental laws and regulations human resources and industry trends and practices.
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スキル・資格

- Bachelor's Degree
- 5+ years of HR generalist experience in an multi national company
- Minimum of 2 years experience in a managerial position.
- Good knowledge in employment law and related legislations.
- Able to provide creative solutions to people issues and establish effective communication.
- Working knowledge of HR information System.

■Attribute:

- Independent able to prioritize and handle multitasks.
 - High sense of responsibilities and commitment.
 - Mature with pleasant flexible personality.
 - Problem solving and Decision making
 - People Management and Motivation
 - Proficient in English and Japanese
 - Travel Required
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会社説明

ご紹介時にご案内いたします