



TA/HRBP

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1546318

業種

日用品・化粧品

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

正社員

勤務地

日本

給与

600万円 ~ 700万円

ボーナス

固定給+ボーナス

勤務時間

40 hours/week

休日・休暇

Sat, Sun, public holidays

更新日

2025年08月25日 02:00

応募必要条件

職務経験

3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 (英語使用比率: 25%程度)

日本語レベル

ビジネス会話レベル

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

You will be responsible for:

- Strategically acquiring outstanding talent to support the growth of the business.

- Carrying out all recruitment activities for full-time, contract, temporary and part-time employees
- Promoting employee retention.
- Various procedures and data management related to employee joining, transfer, and resignation in order to smoothly manage the organization's human resources operations.

You will work in cooperation with the HRBP Manager to promote operations, mainly focusing on operational tasks such as personnel notices and creating organizational charts.

スキル・資格

Requirements

- Recruitment experience in a business company (3 years or more), regardless of whether it is Japanese or foreign-affiliated
- Experience in the retail industry (especially the cosmetics industry) or FMCG is preferred
- PC skills: Data management and analysis skills in Excel (intermediate level or higher: VLOOK, etc.)
- Presentation skills in PowerPoint
- English skills: Daily conversation or higher is essential, business level (TOEIC 800 or higher) is preferred
- Logical thinking skills
- Problem-solving skills

会社説明