



【英語を活かす】人事・総務 スーパーバイザー/ HR & Admin Supervisor

世界的な特殊化学会社にて、人事・総務 スーパーバイザーの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

世界的な特殊化学会社

求人ID

1546383

業種

化学・素材

雇用形態

正社員

勤務地

茨城県

給与

650万円 ~ 1000万円

勤務時間

お問い合わせください

休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

更新日

2025年08月26日 08:00

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

ビジネス会話レベル

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

A global specialty chemical company is seeking an HR & Admin Supervisor. The chosen candidate will manage HR and administrative functions, overseeing recruitment, payroll, training, and employee relations.

Headquartered in North America, this company is a global specialty chemical producer. Their materials aid the production of devices from mobile phones to automobiles. The success of their business has led to be one of the top-ranking companies in the world.

Keywords:

人事管理, 給与管理, トレーニング, 従業員関係, 多国籍企業, 求人, 外資系

Job Ref: JFQBWA

Responsibilities:

- Manage recruitment and staffing processes, from job ads to candidate selection
- Oversee employee onboarding, updates, and data maintenance in HRMS
- Coordinate payroll allowances, benefits data, and engagement with contractors for payroll support
- Establish and maintain training programs, identifying needs and ensuring compliance
- Foster employee relations through communication channels and handle conflict resolution
- Maintain office facilities, ensuring compliance with company and legal standards

Requirements:

- Bachelor's degree or above
- More than 5 years of relevant experience in a multinational company
- Strong multitasking and time management skills
- Professional level Japanese; proficient in written and verbal English

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.