



## 【英語を活かす】人事ジェネラリスト/ Human Resource Generalist

食品飲料会社にて、人事ジェネラリスト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

食品飲料会社

#### 求人ID

1546633

#### 業種

食品・飲料

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

1000万円 ~ 1300万円

#### 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07月30日 09:01

### 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

流暢

#### 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 renowned food and beverage company is seeking a Human Resource Generalist. The selected candidate will handle core HR operations including recruitment, employee relations, and payroll support.

A food and beverage company known for offering a range of unique and flavourful products. It focuses on providing a delightful customer experience through high-quality treats and innovative recipes.

#### Keywords:

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

Job Ref: JGEYG3

#### Responsibilities:

- Oversee recruitment and onboarding processes

- Administer employee benefits and communicate relevant information
- Maintain and regularly update HR records and personnel files
- Conduct exit interviews and manage offboarding procedures
- Support monthly payroll processing in compliance with policies and regulations
- Coordinate with Japan corporate and accounting teams on payroll and finance documentation

**Requirements:**

- Bachelor's degree or equivalent in human resource management
- 3-4 years of experience in human resource related role
- Proficient in MS Office Suite
- Knowledge of local employment laws and regulations
- Fluent level Japanese; proficient in English

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**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.