



【英語を活かす】人事アシスタントマネージャー/ HR Assistant Manager

グローバルアパレル企業にて、人事アシスタントマネージャ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

グローバルアパレル企業

求人ID

1546721

業種

アパレル・ファッション

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 750万円

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03日 17:22

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 leading footwear and apparel company is looking for an HR Assistant Manager. The selected candidate will support HR functions across brands, manage recruitment, ensure compliance, and drive employee engagement. This is a hybrid role.

One of the world's leading footwear and apparel companies with a long history of successful operations spanning over 100 years. Headquartered in the US, this organisation operates several iconic brands and provides a wide range of outdoor products and accessories for consumers worldwide.

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: Q892DY

Responsibilities:

- Support HR policies, procedures, and market practices to ensure relevance and competitiveness
- Implement performance management, training, and talent review programs, tracking completion and objectives
- Lead recruitment for office and retail positions, handling the full hiring process from posting to offer
- Oversee payroll, social insurance, and compliance, ensuring accuracy with payroll providers
- Manage employee benefits, including insurance, leave programs, and occupational health initiatives
- Organise employee engagement activities, culture surveys, and cross-functional events

Requirements:

- Bachelor's degree or above in human resource or MBA
- More than 8 years of professional experience
- More than 5 years of supervisory experience
- More than 5 years of experience in HR domain in MNC or retail industry
- Proficient in MS Office Suite
- Possess valid Class-2 health officer's licence
- Business level written and verbal Japanese and 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.