



## 【800～1200万円】HR（C B and Operations）

株式会社ツバキ・ナカシマでの募集です。労務・労政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

株式会社ツバキ・ナカシマ

#### 求人ID

1550302

#### 業種

自動車・自動車部品

#### 雇用形態

正社員

#### 勤務地

奈良県

#### 給与

800万円～1200万円

#### 勤務時間

09:00～18:00

#### 休日・休暇

【有給休暇】入社7ヶ月目には最低10日以上 【休日】週休二日制（会社カレンダーにより、祝日の出勤日あり）、GW、夏季休暇、...

#### 更新日

2025年08月22日 16:00

### 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

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 NJB2278981】

#### 1.HR Operations:

Oversee daily HR operations including employee onboarding offboarding and records management.

Ensure compliance with labor laws and company policies.

Manage HR systems and tools to streamline processes.

Provide guidance and support to employees and managers on HR related matters.

#### 2.Compensation Benefits:

Support the Japan HR Director and Global C B Director in the development and implementation of the Reward Agenda of

Japan that will help the company achieve its business objectives.

Participate in salary surveys with selected providers and conduct market analysis to develop and maintain competitive salary structures aligned with Global Compensation Policy and Guidelines.

Lead annual compensation processes: salary review; bonus calculations and processing; consult line managers and employees on pay related matters.

Conduct local benefits benchmarks lead in continuously optimizing benefits offering ensuring the company meets its employment principles whilst minimizing costs.

Manage payroll processes and ensure accurate and timely salary payments.

Provide support to Global Compensation and Benefits in designing and implementing compensations programs and initiatives.

### 3.Compliance and Reporting:

Ensure HR practices comply with local labor laws and TN global standards.

Prepare and present HR reports and analytics to senior management.

### 4.Strategic HR Initiatives:

Partner with leadership to align HR strategies with business goals.

Drive initiatives to improve employee satisfaction and retention.

### 5.Global Policy Adaptation:

Understand global HR policies and frameworks.

Strategize and implement localized HR policies and programs in alignment with global standards and the specific needs of the Japanese market.

## スキル・資格

8+ years of business experience in HR function

3+ years of experience in HR operations and/or C B roles

## 会社説明

軸受用鋼球、セラミック球、超硬合金球、ガラスボール、プラスチック球、カーボン鋼球などの各種産業用精密ボール、円錐ころ、円筒ころ、球面ころなどの軸受用及び各種産業用精密ローラー、医療用器具及び衛生用器具、ボールねじ及び送風機等のリニア製品の製造販売