



PR/087167 | HR Manager at a Global Japanese Corporate in Düsseldorf (m / f / d)

募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1554866

業種

その他（人材サービス）

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2025年10月21日 00:00

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

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company and Job Overview

A globally active trading and investment company with a strong presence in Europe is seeking a dedicated and experienced HR Manager to join its team in Germany. The company operates across various industries and places a strong emphasis on innovation, compliance, and employee development. This role offers the opportunity to contribute to the strategic development of HR processes in a dynamic, international environment.

Job Responsibilities

Lead and support recruitment activities across departments.
Manage HR administration, including employee records and contract management.
Drive HR development initiatives, including the introduction of digital HR tools and process improvements.
Prepare and oversee monthly payroll statements in collaboration with external providers.
Develop, implement, and continuously optimize modern HR concepts aligned with business needs.
Serve as a trusted contact person for employees and applicants on all HR-related matters.

Ensure compliance with labour laws and internal HR policies, in coordination with the global headquarters.
Oversee office management tasks, ensuring smooth day-to-day operations.
Handle insurance and benefits administration, including company pension schemes and office-related contracts.

Job Requirements

Degree in Business Administration with a focus on Human Resources, or equivalent commercial training with additional HR qualifications.
Several years of professional experience in HR, ideally including team leadership or management responsibilities.
Solid knowledge of labour law, payroll tax, and social security regulations in Germany.
Proficient in MS Office applications; experience with SAP S/4HANA is a plus.
Strong understanding of data protection regulations and their application in HR.
Excellent communication skills in German and English, both written and spoken.
Independent, structured, and goal-oriented working style.
Strong interpersonal skills, with the ability to communicate and negotiate effectively in an international context.

Benefits and Welfare:

Salary: Up to 90.000 Eur p.a. with variable bonus
Paid Leave: Annual - 30days (after 4 years, +2 days on top, maximum 35 days)
Home Office: 2 days per week (HO)
Deutschland Ticket
Working hours: 37.5 hours per week

#LI-JACDE

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明