



【1200～1300万円】HR Manager

外資医薬品企業での募集です。採用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

外資医薬品企業

求人ID

1558449

業種

医薬品

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

1200万円～1300万円

勤務時間

09:00～18:00

休日・休暇

【有給休暇】有給休暇は入社後7ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土日祝日 夏...

更新日

2026年02月06日 20:00

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

流暢

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 NJB2326534】

- Administers the full spectrum of HR programs processes systems and procedures for Japan
- Work with local payroll vendors/the global Payroll Team
- Coordinates and administers short and long term incentive programs and benefits programs working closely with Corporate Compensation and Benefits team Finance and third party partners / vendors

- Contributes to compensation and benefits surveys for the region
- Evaluates roles and analyzes benchmark data to support off cycle salary adjustments / job changes to aid management decision making
- Supports hiring plan processes including evaluating roles posting job requisitions managing relationships with third party recruitment partners coordinating selection processes short listing interviewing issuing offers reference checking and on boarding plans
- Supports the multiple annual HR programs (performance management salary review and bonus campaign engagement survey people review HR Budget) in line with corporate guidelines
- Involvement in a variety of HR projects and initiatives on a regional and global scale (e.g. C B reviews policy development new hire orientation program etc.)
- Compiles analyzes and reviews data and reports on HR activities to support business decisions and for data validation purposes maintaining and correcting data and records as required
- Assists in evaluating implementing maintaining analyzing and auditing HRIS (e.g. talent management system recruitment and compensation system/modules)
- Develops and implements HR policies and procedures to ensure compliance with legal standards and company guidelines
- Reviews and provides improvement advice of HR policies according to the local market trend and local labor law/regulations
- Support training activities and co ordinate staff events
- Support other ad hoc projects as required

スキル・資格

- This is a stand alone position so this alone position so this person must be comfortable being the sole point of
- University Degree preferably within a HR business or psychology related field.
- Minimum of 5 year' progressive generalist HR experience as a HR Administrator / Officer in Japan preferably for a multinational organization with C B background
- Experience supporting commercial and functional / support teams
- Good working knowledge of Japan labor laws
- Advanced IT skills including Excel HRIS (SuccessFactors preferred not essential)
- Native level written and spoken Japanese
- Business level spoken English TOEIC greater than 800
- Experience in the pharmaceutical or healthcare industry is advantageous

会社説明

ご紹介時にご案内いたします