



## PR/118211 | Regional HR project coordinator

### 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イギリス

#### 求人ID

1559363

#### 業種

電気・電子・半導体

#### 雇用形態

正社員

#### 勤務地

ベルギー

#### 給与

経験考慮の上、応相談

#### 更新日

2025年09月23日 11:16

### 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: Japanese trading company

Position: Regional HR project coordinator

Location: Brussels

Salary: EUR3500-3900/month

#### Responsibilities:

Drive or support various HR initiatives, including digital transformation (HRIS), talent management, compensation and benefits, learning and development, and diversity, equity & inclusion (DE&I)

Collaborate closely with local HR teams, Japanese headquarters, and cross-functional departments across corporate and sales functions

Implement and maintain local and regional HR policies and procedures

Provide support in HR operations, including recruitment, onboarding, and general administrative tasks

Administer and enhance HRIS platforms, particularly Cornerstone OnDemand

Generate and analyze HR reports to support regional leadership decision-making

Occasional business travel may be required

Responsibilities may evolve based on individual performance, initiative, and areas of interest

Requirements:

Recent graduate in Human Resources, Business Management, or International Relations from a recognized European institution

Fluency in English is required; proficiency in French, Dutch, or Japanese is considered an asset

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

**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