



## Full-scope HR Generalist | 人事機能全体をリードする中核ポジション

アメリカ本社 モーションコントロール技術のグローバルリーダー

## 募集職種

## 採用企業名

パーカー・ハネフィン・ジャパン

## 支社・支店

パーカー・ハネフィン日本

## 求人ID

1569602

## 部署名

EMG Lord Japan Sales Company Japan

## 業種

機械

## 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, 品川区

## 最寄駅

りんかい線、 天王洲アイル駅

## 給与

600万円 ~ 1100万円

## ボーナス

固定給+ボーナス

## 勤務時間

09:00 ~ 18:00

## 休日・休暇

完全週休2日制（土日祝）

## 更新日

2026年03月19日 01:00

## 応募必要条件

## 職務経験

6年以上

## 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 (英語使用比率: 50%程度)

## 日本語レベル

流暢

## 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

≪Job Description & Position Highlights≫

- Responsible for executing talent strategies and managing recruitment, development, and engagement
- Directly contributes to improving organizational performance and developing talent—a rewarding role
- Engages in boosting employee motivation and solving problems while fostering organizational culture
- Full-time employment with comprehensive benefits; leverage your experience and HR skills domestically and internationally

**[Job Responsibilities]**

This position supports the implementation of human resources strategies to attract, deploy, develop, and retain the talent required for the organization to achieve its current and future business objectives. Working closely with the HR Manager, the role manages the administration of HR policies, procedures, and programs. The incumbent also actively contributes to cultivating a culture across PHJ and LORD in which employees act with ownership and high engagement to deliver world-class business performance.

■Total Annual Sales Responsibility:  
\$58M(Lord)+\$60M(PHJ)

■NATURE AND SCOPE:

This role reports to the HR Managers for PHJ and Lord Japan. The role supports the implementation of human resources programs to ensure the organization's current and future HR needs are met. These programs include recruitment; training and organizational development; compensation and benefits; performance management; employee mobility; equal employment opportunity; employee wellness; workplace health and safety; HRIS (Human Resources Information Systems); employee communications; and labor and employee relations.

Working closely with the HR Manager(s) and line managers, the role is responsible for supporting the execution of local HR strategies tailored to the needs of each business unit.

■ACCOUNTABILITIES:

Identify the major, specific end results that the position is responsible for achieving. (Not statements of day-to-day details, duties or responsibilities.)

- Talent Acquisition:
  1. Manage the entire recruitment and selection process (for both graded and non-graded roles as required) in line with our strategy to attract talent and ensure the right people are in the right seats
  2. Manage all agency recruitment and ensure records are kept up to date and our payment and conversion terms are the most costs effective
  3. Manage the recruitment process to ensure necessary approvals are obtained to enable timely recruitment actions
  4. Ensure a detailed job profile exists and create detailed job adverts
  5. Work with hiring managers to devise suitable assessment and selection methods to ensure the recruitment of talent and manage the interview process
  6. Manage offers of employment and the induction process
  7. Manage the relationships with recruitment agencies on a regular basis to ensure requirements are met and recruitment costs are managed effectively within budget
  8. Support the feedback process and support continuous improvement activities to ensure the Recruitment & Selection process is optimized
- Talent Development
  1. Drive the performance management process and provide ongoing support to managers in managing this process
  3. Provide TC training to managers and employees as and when required
  4. Advise line managers on performance management issues with a focus on establishing standards of performance and effective feedback and monitoring in order to assist individuals' return to an effective performance level
  5. Support the Learning & Development activities with the delivery of standard line management development programmes as and when required
  6. Co-ordinate the roll out of training throughout the Country, PHJ and LORD Japan
  7. Update and manage the HR system from a training perspective
- Employee Engagement
  1. Assist with survey planning, reviewing and communication of results
  2. Facilitate employee engagement focus groups to understand results using problem solving techniques
  3. Assist with the development of action plans to address improvement opportunities
- Contracts & relations
  1. Support the investigation process for grievances and disciplinaries
  2. Provide line managers with support, guidance and clarification on all matters related to people management issues and ensure that a consistent legislative approach is taken in each case
- Additional
  1. Ensure all necessary personnel records and systems are kept up to date and maintained to the standard required by the legislation including the Data Protection Act
  2. HR administration and reporting as and when required
  3. Undertake all other reasonable duties and project work as assigned by the HR Manager to support the business for PHJ and LORD Japan.
  4. Understand all SOX and Statutory requirements and comply with the same.
  5. Working with Total Rewards team in respect to Job evaluation, Grades, titles, salary structure.

■REPORTS TO:  
HR Manager, PHJ and LORD Japan

**【Employment Type】**

Permanent employee

**【Salary】**

Based on experience and skill level

**【Working Hours】**

In accordance with company regulations

**【Work Location】**

Kofu & Tokyo should be Kofu or Tokyo, with willingness to travel mentioned in the JD or here

**【Holidays & Leave】**

In accordance with company regulations

**【Benefits & Welfare】**

In accordance with company regulations

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スキル・資格

**MANDATORY JOB REQUIREMENTS:**

- Undergraduate Degree/ Diploma in Human Resources/ Personnel Management/Psychology or related field.
- Minimum of 5 years related experience with proven track record in area of Employee engagement, Industrial relations, OD practices and talent development.
- Solid experience in manufacturing organization is preferred.
- Understanding of HR related laws, Policies and procedures.
- Good verbal and written communication skills both Japanese and English.
- Strong Interpersonal, negotiation and customer service skills are required.
- Ability to establish a rapport with others.
- Problem-solving skills
- Ability to handle sensitive and confidential issues with tact and diplomacy.
- Computer literate in Microsoft Word, Excel and Power Point

**\*NOTE**

1. This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities to perform this job successfully. The incumbent will possess the abilities or aptitudes to perform each function proficiently.

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会社説明