



## PR/119110 | HR Generalist

### 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タイランド

#### 求人ID

1579787

#### 業種

ビジネスコンサルティング

#### 雇用形態

正社員

#### 勤務地

バルバドス

#### 給与

経験考慮の上、応相談

#### 更新日

2026年03月10日 08:00

### 応募必要条件

#### 職務経験

3年以上

#### 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

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

#### Job Descriptions

##### Recruiting & Employee Onboarding

- Collaborate with people managers through each stage of recruitment—from defining role requirements to selecting candidates, extending offers, and conducting reference checks.
- Maintain HR and Talent systems, prepare payroll-related reporting across multiple countries, and coordinate smooth departures for outgoing employees.
- Make sure all recruitment-related activities comply with local employment regulations and internal policies.

##### HR Coordination & Systems Management

- Maintain complete, accurate, and confidential employee information within Workday.
- Oversee HR inboxes and internal support channels, offering timely assistance and clear communication.
- Handle HR-related invoices and generate formal employment documentation such as wage adjustments, verification letters, and other official correspondence.
- Assist with office operations including access cards, supplies, and general administrative needs.
- Manage daily administrative functions while working alongside the Finance Manager.

#### Employee Relations & Performance Support

- Support ER and performance-related matters by preparing documentation, keeping records, and tracking cases through resolution.
- Conduct fact-finding interviews or workplace investigations when necessary, and prepare comprehensive reports to assist leadership decisions.
- Guide managers through disciplinary actions, performance discussions, and termination procedures.
- Contribute to communication strategies and assist employees during organizational changes.

#### Benefits Administration & Compliance

- Manage benefit programs to ensure accuracy, smooth service delivery, and compliance with regional regulations.
- Maintain collaborative relationships with external partners such as recruitment agencies and benefits providers.

#### Projects, Improvements & Engagement

- Identify opportunities to refine HR processes and enhance operational efficiency.
- Work on broader initiatives—regional or global—that advance the company's people strategy.
- Assist with engagement activities and support initiatives led by the True Believer team.

#### Qualifications

- A background in Human Resources, Business Administration, or a related field.
- At 3 years+ of experience in HR, ideally involving recruitment, ER, and benefits—preferably in a multinational or multi-site environment.
- Familiarity with HRIS platforms such as Workday and strong ability with tools in Google Workspace.
- Solid understanding of labor laws across various Asian markets.
- Strong English communication skills, with the ability to navigate sensitive topics thoughtfully and professionally.
- Highly organized, proactive, detail-oriented, and able to balance competing priorities.

**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