



HR Generalist（人事総務）

募集職種

採用企業名

テネコジャパン株式会社

求人ID

1580083

業種

自動車・自動車部品

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

大阪府, 泉佐野市

最寄駅

空港線、りんくうタウン駅

給与

500万円～750万円

ボーナス

固定給+ボーナス

勤務時間

8:30～17:00（休憩65分）

休日・休暇

土日

更新日

2026年02月27日 10:14

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

ビジネス会話レベル (英語使用比率: 25%程度)

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

<この求人の魅力>

- 工場人事・総務

- APACとのHR BPの役割
- 年間休日125日／マイカー通勤可

Position Summary:

HR Generalist plays an active role in HR initiatives for plants including, but not limited to labor management, recruitment, HC and OT reports, labor-management agreement, and other administrative tasks as assigned. Also this position provides general supports in general affairs, including but not limited to legal matters, office facility management, promotion of 5S, contract management of multiple vendors, and other administrations. This position will require expanded roles and responsibilities to perform key activities in plant HR and General Affairs.

Major Duties and Responsibilities:

- Recruitment (Tenneco employee)
 - Contact with multiple sources for recruitment (recruiters, ads on recruitment web, magazines /newspaper, etc.)
 - Arrangements of the interviews
 - Prepare documents and/or system workflow (Employment requisition, Offer letter, Employment contract etc.)
 - Conduct interviews
- Recruitment (Temp staff)
 - Develop staffing plans based on order volume in collaboration with manufacturing management.
 - Contact with staffing agency
 - Conduct workplace tour
- Provide employee orientations and follow-up meetings
- HC, working hours and overtime reporting and analysis
- Take a lead of company's events and gatherings
- Arrange lease agreements (office, parking, cars, equipment) and their renewals
- Maintain company assets and other equipment and facilities
- Purchase office supplies and project equipment
- Support Environmental, Health & Safety activity including 5S
- Other HR and GA matters as assigned

雇用形態

契約期間：期間の定めなし

試用期間：あり（3ヶ月）試用期間中の労働条件の変更なし

年収

500万円 ～ 700万円

勤務地

大阪府泉佐野市、車通勤可

受動喫煙対策：喫煙室設置

勤務時間

8:30～17:00（休憩65分）

休日休暇

土日、夏季、年末年始 年間休日125日

年次有給休暇（入社半年経過後10日付与、最大25日）

スキル・資格

Minimum Qualifications:

- University degree in business or equivalent business experience
- 2-3 years experience in human resources
- Advanced skills in Excel, Word, Power Point
- Native level Japanese & business level English communication skills
- Working experience with foreign companies preferred
- Driver's license is preferred (For travel between the two plants)

【選考プロセス】

面接1～2回、適性検査、工場見学

会社説明