



HR Generalist

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1593473

業種

その他（流通・小売・物流）

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 1000万円

更新日

2026年06月10日 00:00

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

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

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

HR Generalist Task list

- Collaborate with global HR teams and support multinational HR initiatives
- Act as a strategic HR partner to business units, supporting workforce planning and talent retention
- Manage the recruitment and selection process
- Oversee onboarding and offboarding processes
- Prepare and manage employment contracts, supported by external legal counsel as necessary
- Provide counseling and support to employees and managers, addressing workplace concerns, demands, and grievances, and promoting a positive work environment
- Oversee and manage a performance appraisal system that drives high performance
- Ensure performance-oriented salary levels and standardized salary review processes
- Administer and periodically review compensation structures and benefits offerings to ensure competitiveness and compliance
- Manage payroll process with external payroll provider
- Identify training needs, coordinate learning & development programs, and track their effectiveness
- Prepare HR-related reports and analysis for management and global HQ

- Ensure legal compliance throughout human resource management
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スキル・資格

- Qualification in Human Resources, Business Administration, or a related field
 - Proven experience in HR functions (5+ years preferred)
 - Experience managing payroll, onboarding/offboarding, and employment contracts with external vendors and legal support
 - Experience in HR reporting and salary review processes preferred
 - In-depth knowledge of labor law and HR best practices in Japan
 - Excellent communication and interpersonal skills
 - Strong problem-solving and decision-making skills
 - Ability to work effectively in a multinational and cross-cultural environment
 - Native level Japanese language ability
 - Business-level English proficiency
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会社説明