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10月28日 02:00

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
ネイティブレベル

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

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

会社説明