



Understanding People

## HR Generalist / 人事ジェネラリスト

Leading European banking group

## 募集職種

## 人材紹介会社

スペシャライズドグループ株式会社

## 求人ID

1595324

## 業種

銀行・信託銀行・信用金庫

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

経験考慮の上、応相談

## 更新日

2026年06月05日 17:43

## 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

## 日本語レベル

ビジネス会話レベル

## 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

## HR Generalist 人事ジェネラリスト

Our client, a leading European banking group, is seeking an HR Generalist to join their team in Japan. This role offers the opportunity to support a wide range of HR operational services and process administration, providing a comprehensive HR experience in a financial services environment. The position includes benefits such as life insurance, social insurance, and allowances.

## Key Responsibilities:

- Manage payroll administration with external provider for Japan
- Coordinate onboarding and exit processes for employees
- Update HR information system for staff movements and changes

- Prepare documents for employment term changes and awards
- Coordinate income tax reporting with payroll vendor

**Qualifications:**

- Fluent in Japanese and English
- 3-5 years HR generalist experience in financial services
- Advanced knowledge of databases and Excel
- Strong understanding of Japanese labor and tax laws
- Experience with HR information systems (e.g., Workday, SAP) is preferred but not mandatory
- Experience with payroll software (e.g., ADP, SAP) is preferred but not mandatory

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会社説明