



HR and General Affairs Manager 👍 独占求人

A U.S.- headquartered company

募集職種

採用企業名

ピー・エイ・イー・デザイン・アンド・ファシリティ・マネージメント

求人ID

1597651

部署名

総務部

業種

その他（不動産・土木建設）

会社の種類

中小企業（従業員300名以下）- 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

都営三田線駅

給与

500万円 ~ 700万円

勤務時間

9:00-18:00 (8 hours) Office-based work in principle

休日・休暇

Saturdays, Sundays, national holidays, and year-end holiday etc

更新日

2026年07月07日 10:00

応募必要条件

職務経験

10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: 50%程度)

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

◀本ポジションの概要・魅力▶

- 米国に本社を構える外資企業の人事総務担当採用
- 当社でキャリア形成が可能！日本支社におけるバックオフィス部門の管理職を前提とした採用。
- 米国本社とのコミュニケーションはもちろん業務上で英語必須！

Position HR and General Affairs Manager

You will be responsible for HR and general affairs duties at the Japan branch of a U.S.-headquartered company.

Job Description

Overall HR and general affairs duties

- Labor management (checking attendance records, leave management, etc.)
- Procedures for salary, commuting allowance, and other payments
- Procedures for joining, transfers, and resignation
- Recruitment-related duties
- Issuing various certificates and preparing documents for internal and external use
- Handling reports to headquarters and government agencies (U.S. headquarters, Ministry of Health, Labour and Welfare, Tokyo Metropolitan Government, etc.)
- Management of licenses (business and employee), contracts, and documents
- Occupational health and safety duties (health checkups, vaccinations, health committee, industrial physician-related matters)
- Employee support and internal coordination
- Coordination with external labor and social security attorneys, lawyers, and industrial physicians
- Employee benefits administration
- Communication in English and Japanese (including interpretation and translation)

※Scope of changes: Duties designated by the company

■Organizational Structure

Current HR & General Affairs Team : 4 members

■Key Responsibilities & Expectations for the Managerial Role

- Align and execute local operations with the strategic management policies of both Global HQ and the Japan branch.
- Lead and implement business process improvements (BPI) across back-office functions.

Employment Type

Full-time employee

Probationary period: Yes (6 months)

Working conditions during probationary period: Same as regular employment

Expected Annual Salary

JPY 5,000,000 to JPY7,000,000

Monthly salary: JPY 416,000 to JPY 583,000

Bonus: depending on individual performance and business results

Salary increase: Yes; increase rate 2.00% to 4.00% (previous year's results)

Transportation expenses: Actual expenses paid (no upper limit)

Work Location

Head Office

6F Halifax Shiba Building, 1-3-10 Shibakoen, Minato-ku, Tokyo

3-minute walk from Onarimon Station on the Toei Mita Line

Working Hours

9:00–18:00 (8 hours) Office-based work in principle

Holidays

Saturdays, Sundays, national holidays, and year-end/New Year holidays (12/29–1/3)

Other

Social insurance: Health insurance, employees' pension insurance, employment insurance, workers' compensation insurance

Other: Retirement age 65; re-employment system available

スキル・資格

Required Experience, Skills, and Qualifications

- Education: Bachelor's degree or
- Ten or more years of work experience (Inc HR)
- English proficiency (speaking, reading, and writing: business level)
- Knowledge of the Labor Standards Act
- PC skills: Microsoft Office (Word / Excel / Outlook)

Preferred: Health Supervisor qualification

Selection Process

Document Screening → Interviews (3 rounds anticipated) → Job Offer
*Reference checks will be conducted during the selection process.

会社説明