

PR/087436 | HR Generalist (m / f / d)

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント ドイツ

求人ID
1599869

業種
その他（人材サービス）

雇用形態
正社員

勤務地
ドイツ

給与
経験考慮の上、応相談

更新日
2026年10月30日 13:00

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

Company and Job Overview

Our Japanese client - Leading semiconductor inspection solutions is looking for HR Generalist , this role is a key multifunctional role responsible for managing daily HR operations, office administration, payroll coordination, employee support, and immigration/travel processes. This position ensures compliance with relevant employment laws and regulations (including international aspects), fosters a positive and inclusive work environment, and supports efficient office operations across global teams. The ideal candidate is highly organized, detail-oriented, and experienced in handling both people focused HR functions and operational/administrative tasks in a dynamic, international setting.

Job Responsibilities

HR & Talent Management

Collaborate with hiring managers and external agencies to source, interview, and onboard candidates for technical, administrative, and other roles.

Conduct structured interviews, manage offer processes, pre-employment screenings, and maintain applicant records.

Support employee onboarding, offboarding, status changes, and HR record-keeping.

Coordinate training and development programs, including external workshops for technical/soft skills and mandatory compliance/safety trainings.

Foster positive employee relations through engagement initiatives, open communication, conflict resolution, performance guidance, and confidential handling of concerns, grievances, or investigations.

Payroll, Benefits & Compensation

Oversee the monthly payroll cycle to ensure accuracy, timeliness, and full compliance with German labor laws, tax regulations , and social security contributions.

Prepare payroll data, including auditing timesheets, verifying hours worked, calculating gross/net pay, processing deductions, bonuses, overtime, leave balances, and coordinating statutory contributions with accounting.

Perform final double-check and review of prepared payroll data to identify and resolve discrepancies, ensure data integrity, and confirm compliance.

Approve payroll runs for final processing and payment (in collaboration with accounting teams or external payroll providers as applicable).

Administer employee benefits enrolment, provide guidance on programs, and maintain accurate benefits records.

Analyze compensation data for market competitiveness and internal equity.

Respond to employee inquiries regarding payroll, pay calculations, deductions, and benefits.

Compliance, Policy & Additional Support

Monitor and ensure adherence to labor regulations, working time rules, disciplinary procedures, and performance management.

Liaise with legal advisors on regulatory updates and develop localized HR policies aligned with global guidelines.

Develop and implement office policies/procedures to enhance efficiency and compliance.

Maintain organized company records, documentation, and confidential employee files.

Immigration, Global Mobility & Travel Support

Coordinate immigration matters, including visa/work permit applications, sponsorships, documentation preparation, and compliance for employees on international assignments.

Support local and overseas field service engineers and staff with travel arrangements (flights, hotels, cars) and related documentation.

Liaise with global HR teams (e.g., Japan, Taiwan, USA, Ireland, Israel), external advisors, and authorities, to ensure timely resolution of immigration, travel, and cross-border issues.

Maintain accurate records for immigration/travel compliance.

Miscellaneous

Identify ongoing administrative and HR needs; develop solutions and recommendations to continuously improve workflows, efficiency, and cost-effectiveness.

Maintain high ethical standards, comply with all company policies/procedures, and handle sensitive/confidential information with discretion.

Provide general support to employees, managers, and leadership on HR, administrative, or operational matters.

Report irregular issues or potential improvements to management for resolution.

Ensure effective communication and collaboration with supervisors, staff, global teams (e.g., Japan headquarters), customers, vendors, and external partners.

Participate in special projects, organizational initiatives, or other duties as assigned by leadership.

Contribute to maintaining a clean, safe, and productive work environment.

Job Requirements

Valid working visa holder in the EU

Fluent command of English and German

Bachelor’s degree in Human Resources, Business Administration, Office Administration, or a related field (Associate’s degree or equivalent experience considered).

4–7 years of progressive experience in HR operations, generalist functions, office administration, payroll, and/or immigration support.

Experience in a multi-national environment with global mobility/immigration coordination highly preferred.

Relevant certifications strongly preferred, especially Germany-recognized ones such as:
o Personalfachkaufmann/-frau (IHK)
o Geprüfter Betriebswirt/-in Personalwirtschaft (IHK) or similar advanced IHK certifications in personnel/HR management
o International equivalents like SHRM-CP, PHR, or CIPD (particularly useful for global coordination)

Excellent verbal and written communication skills (multilingual capabilities a plus for global coordination).
Proven track record in improving HR/administrative workflows and ensuring regulatory compliance.

Strong interpersonal, negotiation, conflict-resolution, and customer service skills.

Exceptional organizational, multitasking, time management, and attention-to-detail abilities.

Analytical problem-solving mindset with integrity, professionalism, and strict confidentiality.

In-depth knowledge of HR best practices, employment/labor laws, payroll compliance, and immigration/visa processes (international experience preferred).

Proficiency in Microsoft Office Suite and HRIS/payroll platforms (e.g., Personio, Workday, BambooHR, HiBob); familiarity with office management tools.

Basic understanding of import/export regulations and purchasing/inventory processes.

Ability to handle sensitive information and work effectively across global time

Benefit

Medical Insurance - Company pays 50% mandatory and additional premium 50% will be paid to your salary (taxable income)

Paid Vacation - 25 Days/Year National Holidays Lasertec Holidays *Mid-year new hire employees will be pro-rated

Sick/Family leave - Follow German Regulations

Commuting Allowance if applicable - EUR 100.00/month

Internet Fee -Monthly home internet fee reimbursed

Non-Regular Work Hours, if eligible – Paid

Sabbatical - 10 Days (2 weeks) After 7 years of service

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACDE #countrygermany
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会社説明