

HR Generalist ☆世界トップクラスの製品力を持つリーディングカンパニー☆

労務・労政のご経験のある方は歓迎です。

募集職種

人材紹介会社
株式会社ジェイ エイ シー リクルートメント

採用企業名
非公開

求人ID
1617857

業種
機械

会社の種類
外資系企業

雇用形態
正社員

勤務地
東京都 23区

給与
600万円 ~ 900万円

勤務時間
09:00 ~ 18:00

休日・休暇
詳細は求人ご紹介時にご案内いたします。

更新日
2026年11月12日 22:00

応募必要条件

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
ネイティブレベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

【求人No NJB2415212】
・Support HR Business Partners with daily HR operations including performance management employee onboarding and offboarding and HR systems administration.
・Serve as a primary point of contact for employees and managers regarding employee relations compensation benefits HR policies and general HR inquiries.
・Coordinate and administer HR programs in accordance with company policies and guidelines.
・Maintain employee records and ensure accurate HR data management and compliance.

・Assist with HR audits reporting and research projects to support HR initiatives.
・Support training and employee development programs.
・Identify opportunities to improve standardize and automate HR processes.
・Promote company values and foster a collaborative One MTS culture across the organization.

スキル・資格

・Bachelor's degree required; HR certification is an advantage.
・Good command of English preferred.
・Over 3 5 years of progressive HR experience preferably within a global and matrix organization.
・Strong ability to prioritize workload manage multiple tasks and deliver accurate results in a timely manner.
・Adaptable and able to work effectively in a fast paced and changing environment.
・Excellent interpersonal written and verbal communication skills with the ability to build strong relationships across all levels.
・Positive proactive and collaborative team player with a continuous improvement mindset.
・Strong analytical and problem solving skills including the ability to identify issues collect relevant data and implement appropriate solutions.
・Sound understanding of employment laws regulations and HR best practices.
・Proficiency in Microsoft Office applications.
・Ability to work independently under general supervision and contribute to HR projects.

会社説明

ご紹介時にご案内いたします