

Senior HR Generalist

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
Major Multinational Food Company

求人ID
1618944

業種
食品・飲料

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区

給与
700万円 ~ 900万円

更新日
2026年11月05日 00:00

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

日本語レベル
流暢レベル

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

This role manages HR operations in Japan (approximately 35-40 employees) and Korea (approximately 10 employees). It is responsible
for ensuring accurate and reliable day-to-day operations while strengthening labor compliance, internal controls, and audit readiness.
Working closely with external vendors in Japan and Korea, the role covers a broad range of responsibilities, including employee lifecycle
management from onboarding through offboarding, payroll, time and attendance, benefits, labor administration, HR systems, and audit
support. In addition to delivering day-to-day operations consistently, the role is expected to improve processes so that they are clearer
and more efficient.
This position requires the ability to manage HR operations independently while collaborating with employees and other

internal and
external stakeholders. Over time, depending on the individual's career aspirations, there may also be opportunities to support areas
such as talent management and people and organizational development.

WHY THIS ROLE IS ATTRACTIVE

Gain broad exposure to HR operations across Japan and Korea, contributing both to day-to-day delivery and to building effective
processes

Apply and further develop a wide range of expertise, including payroll, provisions, and labor compliance

Help create user-friendly and sustainable ways of working by standardizing, streamlining, and automating existing processes

Work with the Head of HR, APAC and Global HR teams, and external experts, gaining cross-country and cross-functional experience

Develop a deep understanding of operations, identify practical improvements, and turn them into workable solutions

MAIN RESPONSIBILITIES

Working with the HR & General Affairs Assistant and external vendors, the successful candidate will lead the following activities:

1. HR Operations and Employee Lifecycle Management

Manage end-to-end HR operations in Japan and Korea, ensuring accuracy and timely delivery

Manage processes and documentation related to onboarding, offboarding, transfers, contract renewals, probation periods, and changes
to employment terms

Manage the onboarding of temporary staff, contracts and renewals, time and attendance, invoice details, and contract periods

Handle time and attendance, leave, benefits, certificate issuance, and inquiries from employees and managers

Maintain HR records, employee files, and related documentation accurately and appropriately

2. Payroll and Personnel Cost Administration

Work with payroll vendors in Japan and Korea to review monthly payroll calculations and manage the payroll process

Review HR-related provisions, including bonuses, paid leave, and retirement benefits, and share the relevant information with Finance

Calculate personnel costs allocated to overseas entities and manage billing related to Inter-company Payments (ICP)

3. Labor Compliance and Policy Administration

Monitor changes in labor laws and employment practices in Japan and Korea and take the necessary actions

Support the maintenance and updating of work rules, labor-management agreements, employment documents, internal policies, and
statutory procedures

Identify compliance issues and risks, and propose and implement improvements in consultation with relevant stakeholders

Liaise with government authorities and external experts, such as labor and social security attorneys and legal counsel, as needed

4. Internal Controls and Audit Support

Serve as the point of contact for internal and external HR audits, preparing and submitting the required documents and evidence

Operate review and approval workflows for key HR processes in accordance with internal control requirements

Track audit findings and improvement actions, and follow up to ensure completion by the agreed deadlines

5. Process Improvement and Standardization

Review HR processes and drive continuous improvement through streamlining, simplification, standardization, and documentation

Promote appropriate digitalization and automation to improve operational efficiency, data quality, and the employee experience

6. HR Systems and Data Management

Act as a key HRIS user and update employee data accurately and in a timely manner

Maintain other HR-related systems, including time and attendance, electronic payslips, and the emergency safety confirmation
application

Prepare HR reports and other required data to support decision-making and internal controls

Work with the Global HRIS team and vendors to resolve system issues, conduct testing, and improve functionality

7. Support for Annual HR Processes and Initiatives

Provide operational support for annual HR processes, including performance reviews, salary reviews, bonuses, and headcount planning

Support recruitment, onboarding, training, and employee communications

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance
Industrial Injury Insurance

スキル・資格

Required Experience
Experience managing end-to-end HR operations
Experience in employee lifecycle management, including onboarding, offboarding, transfers, contract renewals, probation periods, and changes to employment terms
Experience working with payroll vendors and managing payroll processes
Experience in time and attendance management, benefits administration, and personnel records management
Experience supporting labor compliance and employment-related administration
Experience supporting internal and external audits
Experience reviewing and improving HR processes
Experience maintaining HR systems and employee data
Experience working with external stakeholders, including payroll vendors, labor and social security attorneys, legal counsel, and government authorities
Required Abilities
Ability to manage HR operations independently
Ability to collaborate effectively with employees and internal and external stakeholders
Ability to identify compliance issues and risks and implement improvements
Ability to manage multiple HR operational activities accurately and in a timely manner
Ability to support process standardization, simplification, and automation
Ability to prepare HR reports and provide data to support decision-making and internal controls
Required Skills
Payroll administration
Time and attendance administration
Benefits administration
HR records and documentation management
Labor compliance administration
Internal control and audit support
HR process improvement and standardization
HR systems (HRIS) administration
HR data management and reporting
Stakeholder management and communication

会社説明

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

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