

HR Generalist

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
Global Manufacturing Company

求人ID
1618966

業種
その他

雇用形態
正社員

勤務地
東京都 23区

給与
400万円 ~ 600万円

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
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

A well-established international manufacturer is hiring for an HR Generalist position. Supporting a diverse workforce across a dynamic business environment, the company is committed to operational excellence, continuous improvement, and employee development. This role offers the opportunity to contribute to a broad range of HR activities while partnering with stakeholders to enhance organizational performance and foster a positive workplace culture.

As a member of the Human Resources team, you will support the organization's continued growth and help create an efficient, productive, and employee-focused workplace. Key responsibilities include:

Administer compensation and benefits programs.
Support recruitment and talent acquisition activities.
Coordinate employee onboarding and training initiatives.
Provide guidance and support to employees on HR-related matters, including leave management and compensation inquiries.
Assist with the development and implementation of HR policies and programs.
Support performance management processes, including performance reviews and employee evaluations.

Collect, analyze, and report HR metrics such as hiring effectiveness and employee turnover.
Maintain accurate employee records and HR documentation.
Promote employee engagement initiatives and team-building activities.
Ensure compliance with labor laws and internal policies.

Employee Benefits:
Retirement benefit program.
Remote work availability for eligible employees (emergency situations only).
Reduced working hours system.
Bicycle commuting permitted.
Childbirth and childcare support program.
Qualification and certification support program for eligible employees.
Training and development support program for eligible employees.
Employee cafeteria and meal subsidy (available to eligible employees).
Dedicated employee parking (available to eligible employees).
Employee savings plan.
Access to e-learning programs with more than 1,500 courses.
Employee product purchase program.
Health Insurance.
Employees' Pension Insurance.
Employment Insurance.
Workers' Accident Compensation Insurance.

スキル・資格

Bachelor's degree in a related field.
Experience working as an HR Generalist.
Understanding of general human resources policies, procedures, and best practices.
Knowledge of employment and labor laws.
Proficiency in Microsoft Office applications.
Experience with HRIS platforms is preferred.
Strong communication and interpersonal skills.
Problem-solving mindset and ability to work collaboratively in a team environment.
Results-oriented approach to work.
Training and development knowledge is preferred.
Strong decision-making ability.
Intermediate level English proficiency or above (TOEIC 700+ preferred).
Business-level English skills are preferred.

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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