

General Affairs & Human Resources Manager

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
1619555

業種
その他

雇用形態
正社員

勤務地
東京都 23区

給与
700万円 ~ 850万円

更新日
2026年10月29日 17:13

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 company with a manufacturing facility is hiring for a General Affairs & Human Resources Manager position.

This role offers the opportunity to play a key part in supporting site operations and employee engagement while partnering closely with plant leadership. The successful candidate will contribute to creating a safe, compliant, and productive workplace by overseeing both General Affairs and Human Resources functions. This position is ideal for professionals who enjoy working across a broad range of operational and people-related responsibilities and who are looking to make a meaningful impact within a dynamic plant environment.

Job Description
Lead General Affairs operations, including facility management, office administration, vendor contract management, and utility management.
Ensure compliance with applicable laws, internal regulations, and audit requirements while maintaining effective governance practices.
Drive business continuity planning, crisis management, emergency response initiatives, and site security activities.
Collaborate with relevant stakeholders to support occupational health and safety programs and employee welfare initiatives.

Manage recruitment and onboarding activities to support organizational growth and workforce needs.
Provide HR support to managers and employees, including labor management, employee relations, and compliance with labor regulations.
Support talent management initiatives such as performance management, employee development, and succession planning while working closely with domestic and global HR teams.

Employee Benefits:
- 1 day WFH per week
- Own car commute acceptable
- Competitive salary and conditions

スキル・資格

Qualifications
University degree or equivalent practical experience.
Experience in both General Affairs and Human Resources functions.
Experience working in a manufacturing or plant environment.
Knowledge of labor laws and regulations.
Strong communication and relationship-building skills.
Ability to work collaboratively with management, employees, and cross-functional teams.
Leadership and problem-solving capabilities.
Basic English communication skills, including email correspondence.
Experience within an international business environment is preferred.
First-Class Health Supervisor certification is preferred.
Fire Prevention Manager certification is preferred.

会社説明

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