

HR Manager

外資系電力トレーディング企業での募集です。 採用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
外資系電力トレーディング企業

求人ID
1624504

業種
石油・エネルギー

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
700万円 ~ 1300万円

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26日 16:09

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
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

【求人No NJB2425583】
This is a managerial yet highly hands on position requiring a “roll up your sleeves” approach to HR operations. The role is responsible for managing
comprehensive end to end HR Generalist functions including C B labour law compliance Corporate HR coordination employee relations and
recruitment while also directly handling the full range of day to day HR administrative and clerical tasks.
In addition to core HR operations the position proactively drives and supports ad hoc initiatives related to harassment

mitigation employee
engagement and training internal communications and employer branding contributing to the Company’s strategic business directions while ensuring
smooth and effective execution of daily HR activities.

■Duties and Responsibilities:
・HR Labour Law Compliance and Governance
・Payroll / C B
・HR Operations Systems and Data
・Recruitment Onboarding and Workforce Mobility
・Employee Relations and Organizational Development
・Manpower Planning and Budgeting
・Training Development and Employee Engagement
・Corporate and Stakeholder Coordination

□Ad hoc Responsibilities:
・Harassment Mitigation
・Company Branding
・Teambuilding Activities

◇Others:
・Other similar duties and responsibilities not mentioned above

スキル・資格

■MUST SKILLS
Strong knowledge and practical understanding of Japanese employment labour and related legal regulations with the ability to effectively implement
and ensure compliance in the workplace.
Strong experience in payroll social insurance labour management and other core HR operations.
High resilience adaptability and energy to thrive in a fast paced diverse and dynamic work environment.
Proven experience in planning organizing and facilitating employee engagement and development initiatives including onboarding orientations skillup
programs compliance workshops and other employee focused training. Experience in external employer branding activities such as job fairs and
university outreach is also highly desirable.
Strong experience in harassment prevention and mitigation employee relations and conflict management.
Champion of Change Management
Comfortable working in a hands on environment and taking ownership of both managerial responsibilities and day to day HR administrative and
clerical tasks.
■MUST PERSONALITY
Highly enthusiastic positive proactive and solution oriented mindset with a strong willingness to take initiative and get things done.
■WANT
Certified Health and Safety Officer（衛生管理者）or equivalent qualification.
Experience working in the energy industry particularly in renewable energy power or energy trading.

会社説明

ご紹介時にご案内いたします