



【外資大手】即日開始、時給4500円～採用リーダー High level Haken

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1465358

Industry

Automobile and Parts

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

4500円以上 + 交通費

Work Hours

8:40 ~ 17:40、フレックスタイム制、自動車カレンダー

Holidays

土日祝日

Refreshed

July 24th, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Executive

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

募集背景：正社員離職のReplacement

英語力：ビジネスレベル、会話発生

在宅勤務：プライベートと仕事のスケジュールに合わせて自由に調整できる

勤務時間：8:40～17:40、フレックスタイム制、自動車カレンダー

残業：発生、

仕事内容：自分自身で作業状況に合わせてコントロール可能、前任者月30時間以内程度

就業開始時期：ASAP

- Management and control the recruitment process and hiring of talent, support key internal stakeholder relationships in the business, deal with external recruiting agency partners and CM agency partners
- Projects lead the implementation of a corporate HR strategic project especially HR transformation, India, Korea and South East Asia through processes to support mid-career and graduate recruitment.
- Support the recruitment activities of direct employees for the Business Units in Japan.
- Support the introduction of Success factors recruiting system in Global HR project.
- Control the general organization of the recruitment group, and information and data.
- Instruct and develop the induction training for newly recruited hires
- Actively proceed the internal job market and internal publishing of open positions
- Contribute to achievement of recruitment KPIs and regular reporting to management
- Lead and support for other HR projects without recruitment.

Team members

- Japan: 4 members as solid report (2 mid career, 2 new grads)
- India, Korea and SE Asia: 3- 4 members each as dotted report

Candidate profile

Required Skills

Education and experience level

- 3 years manager or team leader practical experience as a company HR or internal recruiter.
- 5 years in mid career recruitment related role, technical engineering recruitment experience is preferred.
- 3 years in new grads recruitment related role, technical engineering recruitment experience is preferred.
- 3 years practical experience as an HR generalist without recruitment activities
- Experience in manufacturing, related industry or complex organization an advantage
- Flexibility to handle issues between inter-hierarchy, inter-regions, cross-functional, cross-business
- Able to handle different deadlines and time pressures
- Good communication and people skills in both English and Japanese
- Understanding of business etiquette both Japanese and International contexts
- Bachelor degree or above is a must
- Command in MS Word, PPT and EXCEL is a must

求める人物像：

積極的な社内コミュニケーションとタフな状況でも諦めない姿勢

適切な人材を採用するためのスピード、質を求める信念。

Company Description