CareerCross

HR Manager (人事マネジャー)

Job Information

Recruiter
Advisory Group K.K.

Job ID
1470403

Industry
Other (Manufacturing)

Company Type
International Company

Job Type
Permanent Full-time

Location
Kanagawa Prefecture

Salary
8 million yen ~ 11 million yen

Refreshed
July 22nd, 2024 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

This is a worldwide manufacturing company, employing 80,000+ staff globally. It is a market leader in its industry and is expanding rapidly.

It has now expanded into Asia - Taiwan, Vietnam, Thailand and now JAPAN!

You are a crucial part of their growth in Japan. Helping them to set up their Japan branch from the ground up. If you are excited and ready to be an important part of starting this branch from scratch, please see your duties below.

- Plan & execute HR strategy
- 人事戦略の立案および実行
- Develop & drive reqruitment plan
  採用計画の策定および推進
- Support Employees' talent/career development
  社員の能力開発およびキャリアアップ支援
- Management of Rules of Employment

就業規則の管理
- Management of office expense, including office supplies, company cars & other out-sourcing service
  備品、社有車、その他外注サービスを含む、事務所経費の管理
- Develop & maintain Employees' benefit programs
  福利厚生制度の整備

Requirements / 要件
- A minimum of 3 years of work experience in HR & Admin function. Experience at international companies is a plus
  人事・総務分野での業務経験 3 年以上。外資系企業での経験あれば尚可
- Good knowledge of local labor law and regulations
  国内の労働法および関連規制に関する深い知識
- Ability to perform a variety of tasks in HR & Administration
  人事・総務領域の多様なタスクを実行する能力
- English skill in business level
  ビジネスレベルの英語力
- Good leadership, communication skills and teamwork sprit.
  組織のリーダーとして、高いコミュニケーション能力とチームスピリットを有すること
- Proficient with MS office
  Microsoft office に精通していること

Company Description