



【急募】人事マネージャー/HR Manager

年収最大1100万円 | 日本支社の立ち上げメンバー | 人事×総務を広く担当

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

December 24th, 2025 08:01

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

グローバル製造大手の日本立ち上げに携わる、人事責任者ポジション

全世界で8万人以上の社員を抱えるグローバル企業が、日本市場への本格参入を開始。台湾・ベトナム・タイに続く日本人の立ち上げにあたり、初期の人事機能を担うマネージャーを募集しています。制度整備、採用戦略、キャリア開発など、立ち上げから実行までをリードできるポジションです。

主な業務内容

- 人事戦略の策定と実行
- 採用計画の立案および推進

- 社員の能力開発・キャリア形成支援
- 就業規則や社内制度の整備・運用
- 事務所経費（備品・社有車・外注サービス等）の管理
- 福利厚生制度の構築・維持

立ち上げフェーズから日本支社の未来を形作りたい方、ぜひご応募ください。

Be the Foundation of a Global Manufacturer's Japan Expansion

Up to ¥11M / Build HR from Scratch / Strategic & Hands-On Role

Join a global leader with 80,000+ employees worldwide as they establish their presence in Japan. Following successful market launches in Taiwan, Vietnam, and Thailand, Japan is next. As HR Manager, you will play a critical role in launching and managing HR and Admin functions, working closely with global teams and local stakeholders.

Key Responsibilities

- Plan and implement HR strategies for Japan operations
- Develop and execute recruitment plans aligned with growth goals
- Support employee training, development, and career planning
- Manage employment regulations and internal company rules
- Oversee office admin functions (supplies, company vehicles, outsourced services)
- Establish and maintain employee benefits programs

Excited to lead from the ground up? Apply now and become a key figure in this global expansion.

Required Skills

応募要件

- 人事・総務経験3年以上（外資系企業での経験があれば尚可）
- 日本の労働法規に関する知識
- 人事・管理業務の幅広い実務経験
- 英語：ビジネスレベル
- 優れたリーダーシップ・コミュニケーション能力・チームスピリット
- Microsoft Officeの操作に習熟していること
- 短大・専門卒以上

Requirements

- 3+ years in HR & Admin; international company experience preferred
- Deep knowledge of Japanese labor law and compliance
- Ability to handle a wide range of HR and administrative tasks
- Business-level English and native-level Japanese
- Strong leadership, communication, and team collaboration skills
- Proficient in Microsoft Office
- Associate degree or higher

Company Description