



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

January 20th, 2025 03:00

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 recruitment 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