



## 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**

March 31st, 2025 02:00

### 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