



HR Specialist

グループ売上 1 兆円以上！大手車載機器グローバル企業で経験を活かしませんか？

Job Information

Hiring Company

Faurecia Clarion Electronics Co., Ltd.

Job ID

1496979

Division

Japan

Industry

Automobile and Parts

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Saitama Prefecture

Salary

4 million yen ~ 7 million yen

Refreshed

January 2nd, 2025 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Essential responsibilities and duties

For this role, the successful candidate is not expected to specialise in a particular area of work, but rather to acquire knowledge and insight into all aspects of HR operations (labour management, compensation, operations, etc.) and build his/her career to develop into a future HRBP. The candidate will also work closely with the global team.

Reporting to: HR Manager

専門業務特化ではなく、HR業務全般(労務管理、処遇、オペレーション業務等)の知識および知見を身に付け、将来的なHRBPとなる人材へと成長して頂きたいと考えています。またこの職務は、グローバルチームとの連携が必須なポジションになります。

- Operation of the HR compensation system (regular salary revision, bonuses, etc.) and review of the system, etc.
- Management and operation of the HR system.
- Standardisation of internal processes, such as applications related to HR operations as well standardising them within global processes.
- Management and adjustment of personnel/personnel costs and global reporting
- Labour management and related operational tasks.

■業務内容

- 人事処遇制度の運用(定期給与改定・賞与等)および制度の見直し等
- 人事システムの管理・運用
- 人事業務にかかわる申請等の社内プロセスの適正化およびグローバルプロセスへの標準化
- 要員/人件費の管理・調整およびグローバルへの報告
- 労務管理及びそれにかかわるオペレーション業務

Required Skills

Qualifications

- Education: Bachelor's degree and above
- English level: Business
- Japanese level: Business

Experience:

(Essential)

- 3年以上の社会人経験(会社勤務)があり、HR業務に興味のある方
- 3 years minimum work experience within Japanese mid/large size organization.

(Preferred)

- Daini Shinsotsu
- Experience within either the automotive industry, electronics sector, working for a manufacturer with R&D and/or plant.
- Work experience within HR or accounting not essential but highly advantageous.
- 第二新卒
- 自動車業界、エレクトロニクス分野、R&D・工場を持つメーカー勤務
- HRもしくは経理経験
- 異文化に対する高い認識と敏捷性
- 積極的で何事にも前向きな姿勢で取組めること

Skills and competencies:

- Strong communication skills
- High level of intercultural awareness and agility

- Progressive and positive attitude towards new challenges

Company Description