


[www.michaelpage.co.jp](http://www.michaelpage.co.jp)

## HRGA @ Leading Automotive Industry

### HRGA @ Leading Automotive Industry

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1507661

**Division**

Human Resources

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 8 million yen

**Refreshed**

December 3rd, 2024 14:03

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

The role offers a balanced mix of traditional HR/GA responsibilities with career growth potential, working in a modern office environment within central Tokyo (Shiba area) and being part of a well-established multinational team supported by competitive compensation.

**Client Details**

A leading Swedish premium commercial vehicle manufacturer with over 125 years of heritage, known globally for its heavy trucks and buses. This organisation is part of one of the world's largest automotive groups and is at the forefront of sustainable transport solutions, employing over 54,000 people worldwide.

**Description**

- o Office management (stationery, water server, etc.)

- o Interview process support including scheduling and reception
- o Training and e-learning support
- o New employee system registration
- o Middle management training tracking
- o General support to P&C Director

**Job Offer**

- Opportunity to join a premium European manufacturer with global presence and industry-leading position.
- Competitive package (up to 7.5M JPY + 6% bonus) with stable career growth in central Tokyo.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

---

**Required Skills**

- o Office management (stationery, water server, etc.)
- o Interview process support including scheduling and reception
- o Training and e-learning support
- o New employee system registration
- o Middle management training tracking

---

**Company Description**

A leading Swedish premium commercial vehicle manufacturer with over 125 years of heritage, known globally for its heavy trucks and buses. This organization is part of one of the world's largest automotive groups and is at the forefront of sustainable transport solutions, employing over 54,000 people worldwide.