



HR担当

大手外資医療リサーチ機器メーカーでの募集です。採用のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

大手外資医療リサーチ機器メーカー

Job ID

1507935

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 8 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW リフレッシュ休暇（5日）、年末年始（1...

Refreshed

January 16th, 2025 04:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2267282】

This role is responsible for driving significant impact by ensuring efficient HR operations and seamless employee lifecycle management. Additionally by managing talent acquisition engagement and development activities the role directly contributes to building a skilled and motivated workforce aligning HR strategies with organizational goals for sustained growth and success.

This position reports to the Senior HR Manager and is part of the HR Team located in Tokyo Japan and will be an on site role.

In this role you will have the opportunity to:

- Oversee and manage HR operations including payroll social insurances pensions through a payroll vendor. Handle incentive schemes salary and bonus cycles. Oversee and manage HRIS time and attendance systems and HR related systems.
- Manage onboarding and offboarding processes to ensure a quality employee experience working closely with function leaders.
- Employee Engagement and Development: Design and manage employee awards to recognize best practices. ■Contribute content to newsletters of other parties. Manage engagement learning and development activities when required.
- Review and revise the employee handbook. Communicate updates and changes in policies.
- Work with the Senior HR Manager for talent acquisition activities. Serve as HRBP for small divisions if the candidate shows potential. Assist with other HR tasks as needed.

Required Skills

- Bachelor's Degree
- Minimum 3 years of experience in HR Operations including Payroll. HRBP experience is highly welcome though not mandatory.
- Proficient in Japanese; English proficiency preferred.

Company Description

ご紹介時にご案内いたします