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HR Assistant & Secretary @ Leading Manufacturing Company

HRBP * HRM 自動車部品製造のグローバルリーダー企業

Job Information

Recruiter

Michael Page

Hiring Company

HRBP * HRM 自動車部品製造のグローバルリーダー企業

Job ID

1514169

Division

Human Resource

Industry

Other (Manufacturing)

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

6 million yen ~ 10 million yen

Salary Bonuses

Bonuses included in indicated salary.

Salary Commission

Commission included in indicated salary.

Refreshed

December 27th, 2024 14:31

General Requirements

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

We are seeking a dynamic professional to fill a unique dual role combining HR strategic planning with executive assistance to the President. This position offers an excellent opportunity for a mid-level professional with growth potential to contribute to organizational development and strategic initiatives.

Client Details

Global manufacturing company specializing in high-precision components. With facilities worldwide, we continue to grow our presence in the Japanese market. We take pride in our exceptionally low turnover rate, which reflects our desire to employee development and strong team-oriented culture.

Description

HR Strategic Planning (Primary Focus)

- Develop and align HR strategies with company
- Policy development and system implementation initiatives
- Serve as a business partner to division heads
- Drive organizational change management
- Strategic planning with the Head of HR
- Note: This role does not include HR operations management

Executive Assistant

- Provide executive assistance to the President
- Manage President's schedule and coordinate activities
- Strategic company initiatives
- Handle administrative tasks related to organizational planning

Job Offer

Salary and comprehensive benefits package

Career growth opportunities in a global environment

Stable work environment with a company known for long-term employment

Professional development and training programs

Team culture where your voice matters

Modern office facilities in a convenient location

Work-life balance initiatives

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

1. Mid to junior level professional with strong potential for growth
2. Experience in HR or corporate planning, particularly in Japanese companies
3. HR fundamentals and executive functions
4. Strategic mindset with ability to guide organizational change
5. Flexibility to adapt between HR and executive side.

Company Description

当社は、自動車部品製造業界でグローバルに展開する企業です。日本では横浜にオフィス、埼玉に工場を構え、本社で約50名、埼玉工場で約100名の従業員が働いています。多様性を重視し、従業員の30%が外国人です。