



【800～1200万円】HR（C B and Operations）

株式会社ツバキ・ナカシマでの募集です。採用のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

株式会社ツバキ・ナカシマ

Job ID

1527786

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Nara Prefecture

Salary

8 million yen ~ 12 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】入社7ヶ月目には最低10日以上 【休日】週休二日制（会社カレンダーにより、祝日の出勤日あり）、GW、夏季休暇、...

Refreshed

April 16th, 2025 16:00

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 NJB2278981】

1.HR Operations:

Oversee daily HR operations including employee onboarding offboarding and records management.

Ensure compliance with labor laws and company policies.

Manage HR systems and tools to streamline processes.

Provide guidance and support to employees and managers on HR related matters.

2.Compensation Benefits:

Support the Japan HR Director and Global C B Director in the development and implementation of the Reward Agenda of

Japan that will help the company achieve its business objectives.

Participate in salary surveys with selected providers and conduct market analysis to develop and maintain competitive salary structures aligned with Global Compensation Policy and Guidelines.

Lead annual compensation processes: salary review; bonus calculations and processing; consult line managers and employees on pay related matters.

Conduct local benefits benchmarks lead in continuously optimizing benefits offering ensuring the company meets its employment principles whilst minimizing costs.

Manage payroll processes and ensure accurate and timely salary payments.

Provide support to Global Compensation and Benefits in designing and implementing compensations programs and initiatives.

3.Compliance and Reporting:

Ensure HR practices comply with local labor laws and TN global standards.

Prepare and present HR reports and analytics to senior management.

4.Strategic HR Initiatives:

Partner with leadership to align HR strategies with business goals.

Drive initiatives to improve employee satisfaction and retention.

5.Global Policy Adaptation:

Understand global HR policies and frameworks.

Strategize and implement localized HR policies and programs in alignment with global standards and the specific needs of the Japanese market.

Required Skills

8+ years of business experience in HR function

3+ years of experience in HR operations and/or C B roles

Company Description

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