



## 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。

## 募集職種

### 人材紹介会社

株式会社ジェイ エイ シー リクルートメント

### 採用企業名

大手外資医療リサーチ機器メーカー

### 求人ID

1507935

### 業種

医療機器

### 会社の種類

外資系企業

### 雇用形態

正社員

### 勤務地

東京都 23区

### 給与

750万円 ~ 800万円

### 勤務時間

09:00 ~ 17:30

### 休日・休暇

【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...）

### 更新日

2024年12月05日 18:19

## 応募必要条件

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ネイティブ

### 最終学歴

大学卒：学士号

### 現在のビザ

日本での就労許可が必要です

## 募集要項

【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.
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#### スキル・資格

- 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.
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#### 会社説明

ご紹介時にご案内いたします