

MichaelPage

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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

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

採用企業名

HRBP * HRM 自動車部品製造のグローバルリーダー企業

求人ID

1514169

部署名

Human Resource

業種

その他（メーカー）

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

神奈川県

給与

600万円 ~ 1000万円

ボーナス

給与：ボーナス込み

歩合給

給与：歩合給込み

更新日

2025年01月10日 00:00

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

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

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.

会社説明

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。