



## Associate HR&Admin Manager

### Job Information

**Hiring Company**

Ritatsu Soft Inc.

**Job ID**

1459325

**Industry**

Software

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

Negotiable, based on experience

**Refreshed**

April 3rd, 2025 07:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Other Language**

Chinese (Mandarin)

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Responsibilities :**

- Be responsible for full cycle recruitment : Attract and hire the most suitable talents (especially technical roles) for Japan in a timely manner ; Work together with China team to facilitate the recruitment process and achieve good results;
- Be responsible for HR process and policy management, including but not limited to implementing and optimizing the procedure to support the operation management;
- Be responsible for full cycle employee management from on-boarding to exit.
- Be responsible for time management, leave management and HR reporting;

- Be responsible for payroll calculation and benefit management
  - Other HR Admin work re visa, accommodation, etc.
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## Required Skills

### Requirements:

- Good Japanese level, can work in a Japanese & Chinese work environment;
  - Proactive, Responsible, Mature, Autonomous and Good interpersonal skills;
  - 7-8 Years of working experience in HR & Admin, solid recruitment experience is a must; previous experience in payroll calculation is a must;
  - Experience in start-up environment will be a plus;
  - Familiar with Japan Labor Law, can solve labor/employee relation issues independently;
  - Fluent in Mandarin (and English, if possible), with proficient oral and written skills
  - Tools: Proficient with Microsoft kits, like Excel, PPT, etc.
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## Company Description