



【週4回出勤可能・自宅勤務可能】HR Operations

## Job Information

**Recruiter**

[en world Japan K.K](#)

**Job ID**

1472595

**Industry**

Medical Device

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate ~ Negotiable, based on experience

**Hourly Rate**

2000~2300円

**Refreshed**

November 22nd, 2024 13:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

## Job Description

Industry: Life Science, Device.

Headquarters: United States

Employment: Long-term dispatch/ Long term Haken, 正社員登用制度あり

Start Date: ASAP

Location: 東京都中央区

Work Hours: 9:00~17:45 (土・日・祝日・年末年始 除く)

週4回出勤可能。

時給：2000～2300円/H、経験による相談可能

Reason for Hiring: Under the guidance of APEC HR, act as the local HR to assist local staff in HR related matters and report to APEC (Shanghai).

Overtime: No

English Skill: Business Level (Needs to use English to report to overseas)

Work from home: Available

### **Responsibilities / Workload Percentage**

- C&B Support. Monthly payroll coordination, check and approve with payroll vendor.
- Time sheet check. Reminds local employees to correct time recording in TOT (system) monthly, and close attendance.
- Defined contribution pension (DC) upload changes monthly
- On/off boarding related procedures (inform payroll vendor, IT, social insurance, commercial insurance, DC plan...)
- Annual Resident Tax Support
- Issued employment certificate if associate requires
- Employment Contract preparation
- HR related invoice check and approve in system
- Other Local HR supports

---

### Required Skills

#### **Required Skills:**

- In house HR experience in foreign companies
- Business level English to communicate and report overseas.
- Teamwork in communicating with local employees
- Global company processes awareness
- Strong learning ability

---

### Company Description