



Global HR Assistant

Flextime | WFH | International Company

Job Information

Recruiter

iWill Capital G.K.

Hiring Company

B2B Technology company, that manufactures hardware products for

Job ID

1474123

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Refreshed

August 19th, 2024 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

60% Support for global HR governance

- Collect monthly personnel and personnel cost data from overseas subsidiaries and compile data for global monthly HR personnel report within deadline
- Assist supervisors in group-wide internal personnel audit projects Support
- Create HR-related reports in response to requests from leaders.
- 40% other tasks as directed by the leader.

Support for recruiting English speakers in the Japan area.

- Develop proposals for employer branding and cooperate with the leader to ensure that decisions are appropriately communicated.
- Coordinating interviews for core positions in other regions that require interviews with head office executives, collecting recruitment plans and progress reports from each region, and compiling the recruitment status into a global recruitment report.

- Work with recruitment managers in Japan, Europe, and America to manage LinkedIn recruitment.
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Required Skills

[Requirements]

- 3 years or more of experience in the human resources department
- Familiarity with complex organizational environments and business processes
- Sourcing using direct sourcing tools that are familiar with candidates, such as LinkedIn and BizReach
- Japanese N2 level or higher
- English proficiency to be able to exchange emails with people overseas
- Able to analyze and aggregate data using beginner to intermediate Excel functions
- Able to manage schedules
- Able to report and communicate effectively

[Welcome Requirements]

- Attention to detail
 - Experience in global HR governance and employer branding
 - Mature, independent, and able to contribute
 - Solution-oriented people
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Company Description