



Dispatching Officer & Administrative Support | グローバルアドミンアシスタント

◆ 3年以上の人事・労務経験をお持ちの方 ◆ 英語力を活かせるインターナショナルな環境

Job Information

Hiring Company

XML JAPAN LLC

Job ID

1475495

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Japan

Salary

4 million yen ~ 5 million yen

Refreshed

August 1st, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are seeking a skilled and responsible Dispatch Officer to join our team in Japan. The Dispatch Officer will be responsible for coordinating and managing the dispatch contractors. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to thrive in a fast-paced environment.

Responsibilities:

As a Dispatching officer/ administrative support, you are responsible for the overview of contractors dispatching, and administrative related tasks.

- As a Dispatching officer, you are expected to be in charge of all the administrated related tasks including but not limited to translation, documentation, office set up at XML Japan LLC.
- As a dispatching officer, you will be expected to carry out the following tasks as the business in Japan expands, following the successful passing of the Dispatching Officer course and certificate.
- Manage dispatched workers by sharing conditions of employment, client company information etc.
- Matters relating to the implementation of education and training in a phased and systematic manner
- Matters relating to securing opportunities for career consulting

- Matters relating to health and safety (liaison and coordination with the person who supervises the health and safety of the workers at the dispatching undertaking and the client)
 - Preparation and Entry of Management Record of Dispatching Undertaking (派遣元管理台帳)
 - Providing necessary advice and guidance to dispatched workers
 - Handling of complaints lodged by dispatched workers
 - Liaison and coordination with the client
 - Deal with matters relating to personal information of dispatched workers
 - Implementation of education and training for the dispatched workers concerned and securing opportunities for consultation on vocational life planning
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Required Skills

Qualifications:

- Has had at least **three (3) years of experience** in employment management, employment security or labour standard administration, private business for employment placement, or labour supply business as an adult (20+ years old)
- Has a native level Japanese and business+ level English in both speaking and writing
- Has a solid and consistent residency in Japan when applying
- Has to live in the distance where it is possible to make a round trip on a day trip to the client company in the event of emergency etc.
- Willing to take and complete the course to be qualified as a dispatched officer. If you have the qualification, it has been less than 3 years since taking the dispatch manager training.
- If the person is a foreign national, in principle, they have the prescribed status of residence (official visa, professor visa, investor/business manager visa, legal/accounting services visa, intra-company transferee visa, permanent resident visa, spouse or child of Japanese nation visa, spouse or child of permanent resident visa, or long-term resident visa)

Location: Flexible in terms of location, open to candidates outside Tokyo city.

Company Description