



人事・総務 MUWA NISEKO

Job Information

Hiring Company

合同会社H-SUMMIT

Job ID

1475748

Industry

Hotel

Company Type

International Company

Job Type

Permanent Full-time

Location

Hokkaido, Abuta-gun Kucchin-cho

Salary

4 million yen ~ 7 million yen

Refreshed

November 19th, 2024 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Business content

- Newly opened accommodation facility in Niseko, Hokkaido General operations
- Employee recruitment planning management and hiring (including foreigners and internships)
- Establishment of personnel systems such as salary systems and employee benefits in accordance with Japanese law
- Planning and establishment of evaluation and compensation systems
- HR related and general affairs (visas, bank accounts for foreigners, etc.)

Required Skills

Eligibility

- Payroll and attendance management experience (required)

- Foreign language proficiency - English Business Level (required)
- General knowledge of Japanese employment law, insurance system and HR operations (preferred)
- Experience in hiring full-time, seasonal staff and interns (preferred)
- Experience working in accommodation facilities such as condominiums (preferred)

Employment status : Full-time employee (first year as contract employee, then become full-time employee)

Monthly salary:

370,000 to 600,000 yen.

Benefits based on experience.

Trial period available.

Working hours

: 8 hours, 00 minutes

Shift work system (8 hours working hours/variable working hours system)

Holidays and vacations

2 days off per week (shift system for holidays), public holidays

Night shift : None

Allowances/welfare

Health insurance, employee pension insurance, employment insurance, workers' compensation insurance

Documents to bring to the interview:

Commercially available resume/work history (work history should be listed in reverse chronological order)

English resume

Company Description