



## グローバルHR人事/総務/セールスサポート

**Bilingual HR Position!**

## Job Information

**Hiring Company**

Intersoft K.K.

**Job ID**

1483596

**Division**

人事/総務/セールスサポート

**Industry**

Recruitment Agency

**Company Type**

Small/Medium Company (300 employees or less)

**Non-Japanese Ratio**

About half Japanese

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Yamanote Line Station

**Salary**

3 million yen ~ 6 million yen

**Work Hours**

10時~19時 (8時間勤務)

**Holidays**

土日祝日、年末年始、有給休暇

**Refreshed**

June 28th, 2024 00:00

## General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School or Below

**Visa Status**

Permission to work in Japan required

## Job Description

人事業務をメインとして総務、営業事務等バックオフィス業務全般に関わって頂きます。  
以下のような業務を行っていただきます。

-入社手続き

-社会保険手続き

-勤怠管理

-給与計算

-バイリンガルITエンジニアの採用業務

-人事考課の実施

-総務/庶務業務全般

-セールスサポート(請求書、契約書、見積書作成等)

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社会保険・雇用保険加入

週休2日制（土・日・祝日）

有給休暇

年末年始休暇

在宅勤務一部可能

- \*\*\*\*\*
- **Onboarding and Offboarding Procedures:** Manage the processes of welcoming new members and warmly sending off departing staff.
  - **Social Insurance Procedures:** Handle essential procedures to ensure the security and future of our employees.
  - **Attendance Management:** Oversee team attendance and support efficient operations.
  - **Payroll Calculation:** Enhance employee motivation through accurate and prompt payroll calculations.
  - **Bilingual IT Engineer Recruitment:** Identify and recruit outstanding IT engineers from a global perspective.
  - **Performance Appraisal Implementation:** Support the growth of each employee and conduct fair evaluations.
  - **General Affairs/Administrative Tasks:** Perform a wide range of support tasks to ensure smooth company operations.

## Required Skills

【必須条件】

- ・ 日常会話の英語力
- ・ 人事/総務/営業事務/採用のいずれかの業務経験

英語:日常会話レベル

日本語: ネイティブレベル

- \*\*\*\*\*
- **Experience Level:** No prior experience required (Training will be provided).
  - **Career Level:** Entry Level.
  - **English Proficiency:** Fluent (approximately 50% usage).
  - **Japanese Proficiency:** Native level.

## Company Description