



## 【英語を活かせる】HR Operations

### Job Information

**Recruiter**

[en world Japan K.K](#)

**Job ID**

1484753

**Industry**

Electronics, Semiconductor

**Job Type**

Temporary

**Location**

Tokyo - Other Areas

**Salary**

Negotiable, based on experience

**Work Hours**

9:00~17:30

**Refreshed**

June 28th, 2024 14:06

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Job Type:** Haken (can consider conversion to permanent contract employee)

**Department:** Human Resources (current team is 5 members)

**Hiring Background:** Replacement of current HR Operation staff

**Remote Work:** 1~2 days per week

**Working Hours:** 9:00~17:30, Overtime is expected

**Working Environment:** 350 employee in total many foreign employees. Business English level is required.

**Salary:** Flexible depends on the experince

## Key Responsibilities

### **Payroll Management:**

- Administer payroll processing for all employees via vendor, ensuring timely and accurate payment.
- Verify and reconcile payroll data, including hours worked, bonuses, and deductions.
- Handle payroll queries and resolve discrepancies promptly.

### **Social Insurance:**

- Manage social insurance processes, including employee registrations, terminations, and monthly contributions.
- Ensure compliance with local social insurance laws and regulations.
- Liaise with social insurance authorities and manage any audits or inspections.
- Maintain accurate and up-to-date records of social insurance contributions.

### **HR Operations Support:**

- Assist in the administration of employee benefits, such as health insurance, pension plans, and other perks.
- Maintain employee records in HRIS and ensure data accuracy and confidentiality.
- Support HR processes including onboarding, offboarding, and employee status changes.

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## Required Skills

### Qualifications

- Business level English
- Proven experience in HR operations, specifically in payroll and social insurance administration.
- Proficiency in HRIS and payroll software (e.g., SuccessFactors).
- Ability to handle sensitive and confidential information with discretion.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

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## Company Description