

**MichaelPage**

www.michaelpage.co.jp

## HR Admin

### HR Admin

## Job Information

**Recruiter**

Michael Page

**Job ID**

1484875

**Industry**

Electronics, Semiconductor

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

July 1st, 2024 11:51

## General Requirements

**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

The role is for HR Admin where you will focusing on both HR and GA type duties.

The contract is a long Haken.

### Client Details

The company is focused on developing and promoting products tailored for eye tracking and attention computing

### Description

1. Managing daily and yearly HR tasks, collaborating with external social insurance experts.
2. Supervising employee timekeeping and attendance using the Jobcan system.
3. Overseeing onboarding and offboarding processes.
4. Organizing annual health checkups and health committees.
5. Providing employees with necessary certificates.
6. Serving as the main point of contact for HR inquiries.
7. Administering external benefit service systems.

**Job Offer**

1. Work 4-6 hours
2. Immediate start date
3. Office is very comfortable and sleek looking
4. Ability to use English at work
5. WFH opportunity

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Andrew Sakashita.

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**Required Skills**

1. Demonstrates a proactive and dynamic approach, focused on achieving results.
  2. Adaptable and proactive, with a can-do attitude and the ability to take initiative.
  3. Exhibits a positive and optimistic personality.
  4. Works well within a team, possessing strong social skills.
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**Company Description**

The company is focused on developing and promoting products tailored for eye tracking and attention computing