



【急募・事務職員】給与計算・労務関連 Human Resources Staff/人事職員

## Job Information

### Hiring Company

UWC ISAK Japan

### Subsidiary

学校法人ユナイテッド・ワールド・カレッジISAKジャパン

### Job ID

1489979

### Division

Human Resources Team/人事チーム

### Industry

Education

### Company Type

Small/Medium Company (300 employees or less)

### Non-Japanese Ratio

Majority Non-Japanese

### Job Type

Contract

### Location

Nagano Prefecture, Kita-aku-gun Karuizawa-machi

### Train Description

Shinano Tetsudo Line Station

### Salary

3 million yen ~ 3.5 million yen

### Holidays

土日祝日に加えて、春夏秋冬の学校休暇が取得できます。（年間休日約140日）

### Refreshed

December 20th, 2024 03:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level (Amount Used: English usage about 50%)

### Minimum Japanese Level

Native

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

【English follows Japanese】

[English follows Japanese]

## 業務内容

軽井沢本校キャンパスでの人事事務に携わる人事チームメンバーを募集しています。

本ポジションは学校における人事業務全般を担当します。教職員や関係各所との連携が必要なためコミュニケーションスキルと細かい書類作成作業に抵抗のない方、また、守秘義務や情報管理に高い意識を持つ方が求められます。\*人事労務関連の業務経験がある方優遇いたします。

## 主要関係部署

人事チームおよび経理チーム  
日常的な手続きについては教職員など学校全体のコミュニティと関わります

## 直属の上長

人事マネージャー

## 開始予定日

できるだけ早い時期の開始 1年契約（更新可能性あり）

## 勤務時間/スケジュール

UWC ISAK Japanキャンパス（長野県軽井沢町）でのフルタイム勤務（通年勤務）

7:30 - 16:15/8:00 - 16:45/8:30 - 17:15 から選択可能

\*繁忙期には夜間や週末勤務が求められる場合があります。

## 給与・福利厚生

給与：経験に応じて決定 想定年収：310万～320万円（税引前）。

福利厚生の概要は以下の通り：

- 私学共済（健康保険および年金制度）への加入
- 学校休暇/有給休暇制度充実
- 学期中の平日は学校の食堂で無料ランチ提供（課税対象）
- 業務に関わる自己啓発・学習費(Personal Development Allowance)の支給
- 引越費用補助
- 住宅費
- 通勤手当

## 主な業務

### 1. 人事業務

- 給与（年末調整を含む）に関する計算業務 \*経理チームと連携
- 入社・退社に関わる手続き
- 給与支給、保険・給付金請求、自治体や関係機関への報告等
- 必要に応じ私学共済および労務事務所との連携
- 人事関連の書類発行
- 労働法の更新に伴う各種手続き \*労務士事務所と連携

### 2. 採用およびサポート

- 求人情報、契約書およびその他の書類を作成・掲示
- 契約書、契約変更通知書、合意書およびその他の主要な書類の管理
- 教員用の住居手配と付随する各種契約（水道、電気、通信等）\*施設チームと連携
- 教員およびその家族の転入・転出サポート \*必要に応じて外部機関と連携

### 3. その他

- 必要に応じた人事関連のデータ報告
- 外国籍従業員の就労ビザ取得
- その他の人事関連業務対応

## 応募方法

以下の応募書類のご提出をお願いいたします。書類選考通過者には追って面接のご案内をいたします。

- カバーレター
  - 日本語および英語の履歴書
- \*なお、最終的な雇用契約書の発行前に、採用候補者には身元・犯罪経歴調査（学校負担）が必要となります。  
\*UWC ISAK Japanは軽井沢郊外の住宅地に位置しているため、運転免許証が必要です。

## Role Summary

People form the heart and soul of our school, and UWC ISAK Japan is looking for an experienced and energetic team member of Human Resources who is excited to work in a forward-looking environment and take the lead to keep safe and

healthy the School's HR Operation in Karuizawa.

Working under the direction of the Head of HR, this position will be responsible for the administration of all areas of human resources for the School. The position requires a highly organized and detail-oriented individual with excellent interpersonal skills and a high degree of confidentiality and discretion.

The ideal candidate will have the right attitude, a sense of energy and the confidence and capability to take care of the details of HR day-to-day work and support implementing HR initiatives and improving HR operations to bring out the best in all employees.

### **Key Relationships**

This position will work closely with the HR Team and Accounting Team. Work with the entire community such as Staff and Faculty based on the day-to-day topic.

**Reports to and supervised by:** Head of HR

### **Estimated Start Date:**

As soon as possible. One-year contract open to renewal.

### **Schedule/Hours**

This is a full-time, year-round position at the UWC ISAK Japan campus in Karuizawa, Japan. Evening and weekend work should be expected, especially during peak season.

\*UWC ISAK Japan is located on the outskirts of Karuizawa, in a quiet residential community. Due to the school's location, employees must have a driving license.

### **Salary and Benefits**

Salary will be determined based on experience. Estimated range: 3.1 - 3.2 million JPY (before taxes/withholding).

Detailed benefits as below:

- Enrollment in the Shigaku Kyosai (private school) health insurance and pension scheme
- Generous school holiday/paid time off package.
- Free lunch in the school cafeteria on weekdays during the school year (taxable benefit)
- Professional development allowance
- Moving fee allowance
- Settlement allowance
- Commuting allowance

### **Main Areas of Responsibility:**

#### **1. Employee Operations**

- Working with the Accounting team, ensure that accurate payroll (including year-end adjustment) information is provided to the outsourced provider in a timely manner.
- Run Onboarding and Offboarding processes smoothly and pass information to the outsourced provider and Labor Law Office in a timely manner.
- Ensure that all HR operations (payroll, insurance claims, government-mandated reports, etc.) are completed in line with government regulations and school policy.
- Contact ShigakuKyosai (health Insurance) and Labor Law Office when it's required
- Issue HR related documents based on the request
- Report to Labor Law Office based on the Labor Law updates
- Review and update all HR policies and procedures on a regular basis.
- Ensure that the School's HR policies are clearly communicated to all employees

#### **2. Employee Recruitment & support**

- Post job opportunity, contracts and other documents.
- Ensure that contracts, contract amendment letters, agreements and other key documents are accurate and comprehensive.
- Find the off campus faculty's housing and set up utilities etc. (working closely with Facilities team)
- Support faculty and their families with onboarding and offboarding to ISAK, and communicate with the external community on their behalf when necessary.

### 3. Other

- Provide the data of HR related numbers when necessary
- Prepare working visa for employees from foreign countries
- Deal with other HR related issues

### How To Apply:

Please submit the following documents. Successful candidates will be contacted for an interview.

- Cover Letter
- **CV in Japanese and English**

Note: Successful candidates will need to complete a criminal background check (arranged and paid for by the school) before the final employment contract is issued.

### Required Skills

[English follows Japanese]

#### 必要な学歴・経験

- 学士号取得者 \*準学士号(短大卒)も可
- 人事関連および労務管理業務において最低3年以上の経験(労務事務所との連絡経験を含む)  
\*学校環境での勤務経験がある方は優遇いたします。  
\*日本の労働法や関連手続きに精通している方は優遇します。
- 事務作業をいとわず、粘り強く取り組める方
- 人事の原則や日本の手続き・実務に関する実務知識を有する方
- ビジネスレベルの英語力必須 \*日英バイリンガルの方は優遇いたします。
- デジタルソフトウェアに馴染みのある方(スプレッドシートやPowerPointの使用経験等)

#### 求める人物像

- チームプレイヤーとしてUWC ISAK Japanに貢献いただける方
- 学校の成長に貢献し、前向きな姿勢と熱意を持って取り組める方
- 世界中から集まる多文化環境で働く能力をお持ちの方
- 組織内のあらゆるレベルの人々とうまく協力できる能力をお持ちの方
- 現状に固執せず、新しい挑戦や可能性を模索する意欲
- 複数の優先事項や業務を効果的に処理できる能力
- 柔軟性: 必要に応じてプロジェクトや優先事項を調整する能力

この募集要項は、制約を設けるものではなく可能性を広げるためのものであり、随時修正を実施いたします。

### Required Academic and Professional Experience

- Undergraduate degree
- Minimum 3 years of experience in Human Resources related projects and administration experiences, including experience contacting Local Labor Law Office etc. Experience working in a school environment is preferred.
- Familiarity with Japanese labor laws and procedures preferred
- Detail oriented and persistence
- Working knowledge of human resource principles, Japanese procedures and practices.
- Business-level English is a must. Bilingual abilities preferred (Japanese and English)
- Technological proficiency (ability to use spreadsheets, PowerPoint, etc.)
- Strong written, verbal and organizational skills, with an emphasis on confidentiality, tact and diplomacy

- Due to the location of our school, a Japanese or international driver's license is a must

**Personality/Successful Traits**

- Commitment to being a team player and a contributing member of UWC ISAK Japan
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- Positive attitude and enthusiastic about creating and contributing to a young school
- Ability to develop initiatives that take into account both the School's long-term objectives and immediate needs
- Ability to work in a multicultural environment with people from around the world
- Ability to work well with people at all levels of the organization
- Interest in taking on new challenges and exploring new possibilities, rather than simply continue with what is already being done
- Ability to effectively deal with multiple priorities, functions and activities
- Flexibility: Ability to adjust projects and priorities as needed
- Ability to identify needs and take action to address them
- Well-developed business ethics and the ability to maintain a high level of discretion
- Self aware and motivated; engaged in continuous reflection and improvement
- Enthusiastic to attend school events and contribute to the community outside the HR role

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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**Company Description**