



【900～1000万円】 HR Specialist

採用のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

非公開

Job ID

1490483

Industry

Food and Beverage

Company Type

International Company

Job Type

Permanent Full-time

Location

Kyoto Prefecture

Salary

9 million yen ~ 10 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】有給休暇は入社後7ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝 日

Refreshed

November 21st, 2024 20:00

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

【求人No NJB2244204】

This position is responsible for providing HR generalist support and leading HR administration including payroll expat benefits tax and HR budget management. The role involves updating staff information database maintaining HR files and ensuring compliance with company policies and procedures. This position will also handle HR reporting support talent management processes assist in talent acquisition and development contribute to health and safety programs facilitate employee communication and culture and provide general affairs support.

Required Skills

- More than 5 years experience in payroll and/or HR administration recruitment preferably at small to mid sized international companies
- Native Japanese and Fluent or business level of English in speaking/reading/ writing
- Any industries in International diverse business environment

Company Description

ご紹介時にご案内いたします