



HR Operations Senior Manager

外資IT企業での募集です。労務・労政のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資IT企業

Job ID

1490565

Industry

System Integration

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 9 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は入社後4ヶ月目から付与されます 初年度 10日 4か月目から 【休日】完全週休二日制 夏季休暇 年末年始...

Refreshed

February 13th, 2025 14:01

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2246147】

Summary:

Accountable for the successful delivery of HR activities within the business teaming with teams across HR and the other functions to deliver seamlessly across the full hire to retire lifecycle including recruiting operations onboarding and offboarding compensation and benefits training and development data quality and employee process lifecycle.

Essential Job Functions:

- Provide support for HR operations including recruitment onboarding and employee data management.
 - Assist in implementing and maintaining HR policies and procedures to ensure consistency and compliance.
 - Assist in maintaining notifications to the labor authorities and union related documents.
 - Lead HR system modifications
 - Revamp Intranet and maintain up to date information.
 - Collaborate with HR team on employee relations matters escalating complex issues to senior HR staff.
 - Offer administrative support to senior HR leaders and assist in HR projects.
 - Maintain accurate HR records and databases ensuring data integrity.
 - Stay informed about HR practices laws and best practices.
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Required Skills

Basic Qualifications:

- Bachelor's degree in a relevant field or equivalent combination of education and experience.
- Typically 6+ years of relevant work experience in industry with a minimum of 2+ years in a similar role in Human

Resources.

- Proven experience in HR operations and team support.
 - Proficiencies in HR data analysis onboarding and HR compliance.
 - A continuous learner who stays abreast with industry knowledge and technology.
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Company Description

ご紹介時にご案内いたします