

【HRアシスタント】 HR経験不問 長期的なキャリアパス 大手外資PEファンド

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Job Information

Recruiter

Michael Page

Job ID

1500605

Industry

Private Equity Fund, Venture Capital

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7 million yen

Refreshed

October 24th, 2024 18:03

General Requirements

Career Level

Entry Level

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

外資PEファンドにてHRアシスタントポジションのご案内です。
人事経験不問・金融業界のご経験者歓迎！人事へのキャリアチェンジへご興味おありの方お待ちしております。

Client Details

外資PEファンド様です。

Description

Calendars: Assist with recruitment for Investment Professionals

Benefits: Support housing programs, track vacation days, arrange health checkups

Coordination: Manage logistics for HR events like trainings and webinars

Internal Inquiries: Serve as the first point of contact for HR-related inquiries, escalate issues when needed.

Documentation: Maintain HR files, ensure accuracy, and manage sensitive information. Handle signatures and vendor contracts.

Job Offer

勤務地：東京都千代田区

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Masako Horikoshi on +813 6832 8957.

Required Skills

- スケジュール調整のご経験
 - ビジネスレベルの英語力
-

Company Description

外資PEファンド様です。