



HR & General Affairs Assistant

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Job Information

Temp Agency

Randstad K.K., Professionals

Hiring Company

Data center solutions company

Job ID

1506809

Industry

Other (Real Estate, Construction)

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5.5 million yen

Refreshed

December 24th, 2024 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

HR Assistance

- Support for payroll, social insurance, and attendance management.
- Data preparation, document creation, and dispatch using various cloud systems. Over 90% of the work is system-based, with minimal manual paperwork or Excel tasks. Experience with eGov or Mynaportal electronic applications is a plus.

- Coordinate interview schedules using scheduling tools.

General Affairs & Executive Assistant

- Manage contract approval processes, assist with stamping and electronic signatures, and maintain contract files.
- Provide assistant support to the CEO/COO.
- Oversee office supplies management and procurement, including placing and organizing orders via Amazon and ASKUL.
- Handle phone calls and visitor reception.
- Maintain office facilities, meeting rooms, and ensure security (e.g., locking up).
- Manage office equipment for new hires and departing staff.
- Perform background checks, vendor registrations, and process invoices via cloud tools.
- Assist with visitors from overseas, primarily hotel reservations and other needs.
- Arrange and coordinate mail, courier, and delivery services.

Required Skills

Required Skills:

- At least 1 year of experience in HR and general affairs, including office management, procurement, phone communication, document management, interview scheduling, cloud system management
- Basic understanding of payroll, social insurance, and attendance management.
- MS Office Skills: General proficiency in MS Outlook, Word, and Excel.
- English: Business-level or above, capable of assisting the American COO.
- Able to proactively ask questions when uncertain and handle even small mistakes openly.
- Detail-oriented, with strong responsibility in tracking tasks and ensuring their completion.
- Comfortable using cloud-based tools and adapting flexibly.

Company Description