



PR/117797 | Japanese Speaking HR Administrator & Administration assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1515387

Industry

Business Consulting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

January 14th, 2025 10:28

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is looking for a Japanese Speaking HR Administrator to join their dynamic team.

Company: Japanese consulting firm

Position: HR Administrator/Admin Assistant

Location: Central London (Hybrid)

Salary: £32,000 - £36,000 + bonus (depends on performance)

Main responsibilities:

1. Dealing with HR matters

- Hiring process (contracts), visa arrangements, helping onboarding process of contractors, local employees and expats
- Maintaining employee Handbook
- Supporting and taking care of operation staff
- Conduct HR training events
- Answering any inquiries from employee related HR matters
- Managing employment data
- Organising meetings and taking minutes
- Manage employee holidays and sickness records
- Improving, implementing, and administering human resources policies and procedures
- Implementing programs to improve the employee experience of the organisation as a workplace
- Support improvements in procedures for HR related applications and management

2. Administration Assistant

- Corporation Secretary work
- Arranging meetings on behalf of the staff, including booking meeting spaces and organising refreshments
- Checking and looking into the details of authorisation claims
- Operating and overseeing the maintenance of office equipment, such as printers and photocopiers
- Monitoring office supplies and reordering them as needed
- Updating and maintaining records, both on paper and digitally

Requirements:

- Expertise and experience in HR area
- Other skills: Word, Power point, Excel
- Eligible to work in UK without restriction

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

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#citylondon

Company Description