



## 経理のスペシャリスト Finance & HR Specialist

### Job Information

**Hiring Company**

[MetroResidences Japan K.K.](#)

**Job ID**

1515776

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Salary**

Negotiable, based on experience ~ 4 million yen

**Hourly Rate**

2000

**Refreshed**

January 15th, 2025 19:01

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**役割概要:**

財務および人事スペシャリストとして、部門の効率的な運営を確保する上で重要な役割を果たしていただきます。担当業務は、会計業務が30%、人事業務が70%となります。

現在、パートタイムおよびフルタイムの両方のポジションを募集しています。

パートタイムのポジションでは、週3日勤務が必要となります。

勤務時間は、子どもの送り迎えに配慮した柔軟なスケジュールで、午前10時から午後4時までです。

**主な責任:**

**人事業務 (70%)**

- 入退社手続きに関連する業務
- 勤怠管理および給与計算業務
- 採用活動全般 (求人掲載、面接調整など)
- 社員面談のサポート業務
- 備品管理業務
- 社内規程の策定および更新
- 社内行事の企画・運営
- 契約書の作成・管理

**経理業務 (30%)**

- 請求書の処理および支払業務
- 入金確認および経費管理
- 財務レポートおよび予算作成の補助
- 税理士との連携業務

**必要な資格:**

- 人事関連の役職での実務経験が最低5年以上あり、
- 簿記2級以上の資格をお持ちの方を募集します。
- 日本語はネイティブレベル、英語はビジネスレベルでのプロフィシエンシーが求められます。
- また、自己管理能力が高く、独立して業務を進めることができる方を歓迎します。

**なぜ私たちと一緒に働くのか?**

- 報酬: パートタイムの場合、時給最大2,000円
- 勤務地: 東京都中央区 (オフィスは赤坂駅 (千代田線) および溜池山王駅 (銀座線・南北線) から徒歩5分)
- 勤務環境: 支援的かつ活気のある職場環境。
- 多文化環境に浸り、宿泊業の卓越性を目指す情熱的なチームと協力して業務を遂行していただきます。

**Role Overview:**

As a Finance and HR Specialist, you will play a key role in ensuring the efficient operation of our department. Your responsibilities will be split with 30% focused on accounting tasks and 70% dedicated to HR tasks. We are hiring for both part-time and full-time positions

For the part-time position, you will be required to work three days per week, with flexible hours designed to accommodate mothers: 10:00 AM to 4:00 PM, allowing time for school drop-offs and pick-ups.

**Human Resources (70%):**

- Oversee the recruitment process, including posting job listings, screening resumes, and coordinating and conducting first-round interviews.
- Facilitate onboarding sessions to ensure smooth integration for new hires.
- Maintain employee records by updating personal information, tracking leaves, and managing accurate databases.
- Process monthly payroll efficiently and accurately.
- Address employee inquiries and concerns regarding HR policies and procedures.
- Assist in performance management activities, including reviews and feedback sessions.
- Coordinate employee training and development programs.
- Promote a positive workplace culture and employee engagement through various HR initiatives.
- Stay informed on labor laws and regulations to ensure compliance.

**Finance & Administration (30%):**

- Assist with financial activities, including tracking expenses, processing invoices, and performing reconciliations.
- Contribute to the preparation of financial reports and budgets.
- Manage general administrative duties, including office supplies and facilities coordination.
- Support the implementation and maintenance of administrative policies and procedures.

**Qualifications:**

- Minimum 3 years of experience in HR roles, with a strong understanding of key HR processes.
- Native-level Japanese proficiency and business-level English proficiency.
- Ability to work independently, prioritize tasks, and manage time effectively.
- Bookkeeping Level 2 certification or higher is a plus but not required.
- Proactive, adaptable, and eager to take on diverse responsibilities.

**Why Join Us?**

- **Compensation:** Up to ¥2,000 per hour for part-time role
  - **Location:** Office located in Central Tokyo, just a 5-minute walk from Akasaka Station (Chiyoda Line) and Tameike-Sanno Station (Ginza Line and Namboku Line).
  - **Work Environment:** Supportive and dynamic work environment. Immerse yourself in a multicultural setting, collaborating with a passionate team dedicated to excellence in accommodation.
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## Company Description