



【人事/経理担当】人事経験者を募集します！（経理は未経験でもOK）◆多国籍メンバーが活躍中/シンガポール本社・外資系企業

≪英語力を活かして活躍したい方へ≫ 本社へのレポートなどは英語で行います。

## Job Information

### Hiring Company

MetroResidences Japan K.K.

### Job ID

1515776

### Industry

Real Estate Brokerage, Management

### Company Type

International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Minato-ku

### Salary

4 million yen ~ 5 million yen

### Hourly Rate

2000

### Refreshed

February 19th, 2025 01:00

## General Requirements

### Minimum Experience Level

Over 3 years

### 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:

担当業務は、人事業務70%（採用活動、入退社手続き）、会計業務30%（請求書の処理、入金確認）となります。

### 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3年以上
- 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: 東京都港区（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.

#### 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?

- We welcome candidates who can work 3-5 days per week.
- **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.

---

#### Company Description