

**MichaelPage**

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**【HR Generalist】米系証券会社・世界13か国展開****【HR Generalist】米系証券会社・世界13か国展開**

## Job Information

**Recruiter**

Michael Page

**Job ID**

1518758

**Industry**

Bank, Trust Bank

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

8 million yen

**Refreshed**

January 29th, 2025 08:00

## General Requirements

**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

米系証券会社にてHR Generalistのご案内です。  
日本オフィスは現在50名ほど。HR業務をメインに幅広く業務のご経験をいただけます。

**Client Details**

米系証券会社です。

**Description**

HR General Admin (Office Manager)

Manage daily HR operations for the Japan office, including recruitment, onboarding, offboarding, and general administrative support. Assist with finance-related tasks and ensure smooth office management and facilities coordination.

## Job Offer

勤務地：東京都中央区銀座

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

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## Required Skills

- ・ HR Generalistとしてのご経験
  - ・ ビジネス中級以上の英語力
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## Company Description

米系証券会社です。