

MichaelPage

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【HR Generalist】 航空系金融企業・未経験歓迎

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Job Information

Recruiter

Michael Page

Job ID

1518759

Industry

Loan and Mortgage

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen

Refreshed

January 29th, 2025 08:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

航空系の金融企業様にてHR Generalistのご案内です。
幅広く人事業務全般を経験できる貴重なポジションです！

Client Details

外資航空系金融企業様です。

Description

HR Generalist

- **Compensations and Benefits:** Ensure accurate payroll, address employee queries, and assist with benefit plans.
- **Attendance and Leave Management:** Monitor attendance, ensure compliance, and manage leave.
- **Recruitment and Life-cycle:** Support recruitment, manage employee life-cycle, and maintain HR records.

- **Others:** Stay updated on laws, assist with HR policies, and handle additional tasks.

Job Offer

勤務地：東京都千代田区丸の内

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

Required Skills

- ・ ビジネスレベルの英語力
 - ・ これから人事として成長していきたいご意欲のある方
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Company Description

外資航空系金融企業様です。