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【HR Administrator】2 Days WFH

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Job Information

Recruiter

Michael Page

Job ID

1518930

Industry

Other (Advertising, PR, Media)

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

3 million yen ~ 4.5 million yen

Refreshed

January 30th, 2025 17:55

General Requirements

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Support HR operations by managing documentation, scheduling, and employee inquiries. A great opportunity for organized professionals looking to grow in HR.

Client Details

A global company providing business solutions across industries like tech, finance, and e-commerce. Known for innovation and a people-centric culture, they offer tailored solutions to enhance customer engagement and operational efficiency.

Description

- Manage HR documentation, employee records, and confidential information.
- Schedule and coordinate interviews, meetings, and training sessions.
- Support onboarding and offboarding processes for employees.
- Handle administrative tasks such as report preparation and attendance tracking.
- Serve as the first point of contact for employee inquiries.

Job Offer

- Career growth and skill development opportunities.
- Work in an English/Japanese bilingual environment.
- Hybrid work model (2 days from home).
- Gain hands-on experience for a long-term career in HR.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Strong organizational skills and attention to detail.
 - Business-level English and native-level Japanese.
 - Proficient in Microsoft Office; HR software experience is a plus.
 - A proactive problem solver with a collaborative mindset.
 - 2+ years of relevant experience preferred (open to fresh graduates).
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Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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