



【アルバイト】人事/経理の担当

Job Information

Hiring Company

MetroResidences Japan K.K.

Job ID

1521771

Industry

Real Estate Brokerage, Management

Job Type

Part-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Based on hourly rate

Hourly Rate

2000円

Refreshed

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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、入社手続き）、会計業務30%（請求書の処理、入金確認）となります。現在、パートタイムのポジションを募集しています。週3日勤務が必要となります。

主な責任:**人事業務（70%）**

- ・ 入社手続きに関する業務
- ・ 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.

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