



HR Specialist/ Coordinator

外資系シューズブランドでの募集です。HRジェネラリストのご経験のある方は歓迎で...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系シューズブランド

Job ID

1525119

Industry

Apparel, Fashion

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7 million yen

Work Hours

09:30 ~ 18:00

Holidays

【有給休暇】初年度 10日 4か月目から 【休日】完全週休二日制 土 日 祝日 年末年始 土日祝、年末年始（12/28～1/3...

Refreshed

April 17th, 2025 10:01

General Requirements

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

【求人No NJB2284565】

Recruitment (30%)

Payroll and Benefits (20%)

Time Attendance Leave Management (15%)

Employee Relations (15%)

HR Operations (20%)

Other Responsibilities

Required Skills

- University or college graduate with more than 5 years' experience as HR Generalist or Specialist in payroll social insurance administration and HR operations including recruitment
- Retail/fashion industry or B2C company experience preferred experience at international/multinational companies will be an advantage.
- Excellent interpersonal and communication skills in both speaking and writing
- Well organized and can work multi tasked
- Team player yet is able to work independently with strong self initiative
- Efficiency in MS Word Excel PowerPoint
- Good command of English TOEIC 750+

Company Description

ご紹介時にご案内いたします