



**SUPPORT YOUR FIRST CAREER IN JAPAN**  
Hotel front desk / English Teacher / Inexperience welcomed  
Make a step towards your future career

[Global Human Resources] foreign-owned listed company

Use both Japanese and English

## Job Information

### Recruiter

j Career Co.,Ltd.

### Job ID

1535089

### Industry

Internet, Web Services

### Company Type

Large Company (more than 300 employees) - International Company

### Non-Japanese Ratio

About half Japanese

### Job Type

Contract

### Location

Aichi Prefecture, Nagoya-shi Chikusa-ku

### Train Description

Sakuradori Line, Imaike Station

### Salary

2.5 million yen ~ Negotiable, based on experience

### Work Hours

9: 00-18:00 60 minutes breaktime

### Holidays

Sat, Sun, national holiday Summer&Winter vacation paid holiday etc

### Refreshed

April 25th, 2025 18:22

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Entry Level

### Minimum English Level

Business Level (Amount Used: English usage about 50%)

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

We are engaged in the user support, debugging, and software testing business, mainly in the gaming industry.

We are engaged in the user support, debugging, and content testing business, mainly in the gaming industry. Especially in our overseas user support business, we have a long track record of employing many foreign national staff.

We are looking for a person who can handle the hiring, procedures, and follow-up of foreign employees in our general affairs and human resources department.

While you will be close to foreign employees working in a foreign country, you will explain company rules from the company's perspective to foreign employees who have little experience working in Japan, so we prefer that you have experience working for a Japanese company and understand the rules of working for a Japanese company.

#### ▼ Roles

- Clearly communicate specific job duties and roles to other foreign employees based on your perspective as a foreign employee.

- Communication skills (level of Japanese and English) are specifically defined and incorporated into hiring criteria

#### ▼ Cultural adaptability

Ability to adapt to Japanese work culture and HR practices

- Awareness of whether the candidate can be expected to play a role in building bridges with other employees, with an eye to differences in culture and work practices

#### Specific Tasks

- Recruitment of foreign staff (from part-time to full-time employees)
- Planning and operation of recruitment plans (job posting, selection flow study, etc.)
- Planning of education system
- Planning for improvement of working environment
- Support for working visa acquisition procedures
- Personnel planning (personnel allocation, organizational arrangement)
- Planning and operation of personnel system (evaluation, treatment, transfer)

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## Required Skills

### Required Skills/Experience:

- Basic knowledge of visa status (as it relates to handling on-boarding)
- Basic HR related skills (hiring process, contract management, handling labor issues)
- Multilingual skills and cross-cultural understanding
- English business level
- Japanese business level
- Experience working in Japan

### Welcomed and preferred conditions:

- Experience in human resources in Japan
- Chinese is also a plus.

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