



## Associate HR&Admin Manager

### 募集職種

### 採用企業名

株式会社 利達ソフト

### 求人ID

1459325

### 業種

ソフトウェア

### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

### 外国人の割合

外国人 多数

### 雇用形態

正社員

### 勤務地

東京都 23区, 千代田区

### 給与

経験考慮の上、応相談

### 更新日

2025年02月27日 09:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 日本語レベル

流暢

#### その他言語

中国語：北京語

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### Responsibilities :

- Be responsible for full cycle recruitment : Attract and hire the most suitable talents (especially technical roles) for Japan in a timely manner ; Work together with China team to facilitate the recruitment process and achieve good results;
- Be responsible for HR process and policy management, including but not limited to implementing and optimizing the procedure to support the operation management;
- Be responsible for full cycle employee management from on-boarding to exit.
- Be responsible for time management, leave management and HR reporting;

- Be responsible for payroll calculation and benefit management
  - Other HR Admin work re visa, accommodation, etc.
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## スキル・資格

### Requirements:

- Good Japanese level, can work in a Japanese & Chinese work environment;
  - Proactive, Responsible, Mature, Autonomous and Good interpersonal skills;
  - 7-8 Years of working experience in HR & Admin, solid recruitment experience is a must; previous experience in payroll calculation is a must;
  - Experience in start-up environment will be a plus;
  - Familiar with Japan Labor Law, can solve labor/employee relation issues independently;
  - Fluent in Mandarin (and English, if possible), with proficient oral and written skills
  - Tools: Proficient with Microsoft kits, like Excel, PPT, etc.
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## 会社説明