



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03月27日 08:00

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