



## Global HR Assistant

Flextime | WFH | International Company

### 募集職種

#### 人材紹介会社

アイウィルキャピタル合同会社

#### 採用企業名

B2B Technology company, that manufactures hardware products for

#### 求人ID

1474123

#### 業種

自動車・自動車部品

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

450万円 ~ 600万円

#### 更新日

2024年08月19日 05:00

### 応募必要条件

#### 職務経験

3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

ビジネス会話レベル

#### 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

60% Support for global HR governance

■Collect monthly personnel and personnel cost data from overseas subsidiaries and compile data for global monthly HR personnel report within deadline

■Assist supervisors in group-wide internal personnel audit projects Support

■Create HR-related reports in response to requests from leaders.

■40% other tasks as directed by the leader.

Support for recruiting English speakers in the Japan area.

■Develop proposals for employer branding and cooperate with the leader to ensure that decisions are appropriately communicated.

■Coordinating interviews for core positions in other regions that require interviews with head office executives, collecting recruitment plans and progress reports from each region, and compiling the recruitment status into a global recruitment report.

- Work with recruitment managers in Japan, Europe, and America to manage LinkedIn recruitment.
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## スキル・資格

### [Requirements]

- 3 years or more of experience in the human resources department
- Familiarity with complex organizational environments and business processes
- Sourcing using direct sourcing tools that are familiar with candidates, such as LinkedIn and BizReach
- Japanese N2 level or higher
- English proficiency to be able to exchange emails with people overseas
- Able to analyze and aggregate data using beginner to intermediate Excel functions
- Able to manage schedules
- Able to report and communicate effectively

### [Welcome Requirements]

- Attention to detail
  - Experience in global HR governance and employer branding
  - Mature, independent, and able to contribute
  - Solution-oriented people
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## 会社説明