



Dispatching Officer & Administrative Support | グローバルアドミンアシスタント

◆3年以上の人事・労務経験をお持ちの方◆英語力を活かせるインターナショナルな環境

募集職種

採用企業名

XML Japan 合同会社

求人ID

1475495

業種

その他（人材サービス）

雇用形態

正社員

勤務地

日本

給与

400万円～500万円

更新日

2024年09月05日 10:00

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

ビジネス会話レベル

日本語レベル

流暢

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

We are seeking a skilled and responsible Dispatch Officer to join our team in Japan. The Dispatch Officer will be responsible for coordinating and managing the dispatch contractors. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to thrive in a fast-paced environment.

Responsibilities:

As a Dispatching officer/ administrative support, you are responsible for the overview of contractors dispatching, and administrative related tasks.

- As a Dispatching officer, you are expected to be in charge of all the administrated related tasks including but not limited to translation, documentation, office set up at XML Japan LLC.
- As a dispatching officer, you will be expected to carry out the following tasks as the business in Japan expands, following the successful passing of the Dispatching Officer course and certificate.
- Manage dispatched workers by sharing conditions of employment, client company information etc.
- Matters relating to the implementation of education and training in a phased and systematic manner
- Matters relating to securing opportunities for career consulting

- Matters relating to health and safety (liaison and coordination with the person who supervises the health and safety of the workers at the dispatching undertaking and the client)
 - Preparation and Entry of Management Record of Dispatching Undertaking (派遣元管理台帳)
 - Providing necessary advice and guidance to dispatched workers
 - Handling of complaints lodged by dispatched workers
 - Liaison and coordination with the client
 - Deal with matters relating to personal information of dispatched workers
 - Implementation of education and training for the dispatched workers concerned and securing opportunities for consultation on vocational life planning
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スキル・資格

Qualifications:

- Has had at least **three (3) years of experience** in employment management, employment security or labour standard administration, private business for employment placement, or labour supply business as an adult (20+ years old)
- Has a native level Japanese and business+ level English in both speaking and writing
- Has a solid and consistent residency in Japan when applying
- Has to live in the distance where it is possible to make a round trip on a day trip to the client company in the event of emergency etc.
- Willing to take and complete the course to be qualified as a dispatched officer. If you have the qualification, it has been less than 3 years since taking the dispatch manager training.
- If the person is a foreign national, in principle, they have the prescribed status of residence (official visa, professor visa, investor/business manager visa, legal/accounting services visa, intra-company transferee visa, permanent resident visa, spouse or child of Japanese nation visa, spouse or child of permanent resident visa, or long-term resident visa)

Location: Flexible in terms of location, open to candidates outside Tokyo city.

会社説明