

HR Generalist

HR Generalist

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1482515

業種

銀行・信託銀行・信用金庫

雇用形態

契約

勤務地

東京都 23区

給与

800万円 ~ 850万円

更新日

2024年07月01日 00:00

応募必要条件

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

As an "HR Generalist," you will have the opportunity to assist with various HR tasks in Japan for a 12-month period. In addition, you will work closely with HR specialist teams and business managers to manage talent acquisition and management, training and development, compensation, and employee relations.

Client Details

As one of the largest and most reputable financial institutions globally, they provide career opportunities that are boundless, supporting millions of individuals and businesses to prosper while developing financial and digital innovations that are now considered essential worldwide.

Description

- Collaborating with HR teams at both regional and global levels to carry out various HR tasks, which include but are not limited to government reporting submissions and the stamping process.
- Managing the timesheet system, which involves overseeing overtime and issuing warnings to line managers and colleagues regarding excessive overtime.
- Taking charge of editing monthly HR updates materials for the country management team.
- Ensuring that the HR service complies with local laws, regulatory requirements, and any necessary compliance

measures.

- Providing advice on different types of leave, such as maternity, childcare, and sickness, and keeping track of Leave of Absence status while coordinating with APAC HR Ops/APAC Payroll team.
- Undertaking other HR-related duties as assigned on an ad hoc basis.

Job Offer

- There may be a chance to transition into a permanent role
- WFH twice a week
- Able to use daily English

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Andrew Sakashita.

スキル・資格

- Familiarity with Employment Laws, tax regulations, and pay structures in Japan is highly valued and considered a significant advantage.
- Having prior experience in a foreign multi-national company in Japan, specifically in the HR department, regardless of the industry, is highly advantageous.
- Experience in the financial services industry is preferred

会社説明

As one of the largest and most reputable financial institutions globally, they provide career opportunities that are boundless, supporting millions of individuals and businesses to prosper while developing financial and digital innovations that are now considered essential worldwide.