



Human Resources Business Advisory Support Analyst

外資系金融での募集です。HRBPのご経験のある方は歓迎です。

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

外資系金融

求人ID

1483066

業種

銀行・信託銀行・信用金庫

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 800万円

勤務時間

08:45 ~ 17:00

休日・休暇

【有給休暇】有給休暇は試用期間満了後から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土日祝日 会...

更新日

2024年07月04日 05:00

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

ネイティブ

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

【求人No NJB2233830】

・ Handle Case Management Analysis Reporting ・ ensures consistent accurate and timely case processing report generation and analysis as per established service level agreements (varies depending on complexity of report or analysis required) .

・ Observe Risk/ Controls ・ observes risk and control policies and practices anticipates and escalates risk matters promptly and appropriately engages HRBPs managers Employee Relations (‘ER’) Compliance Legal or other firm wide Control

Functions as required.

- Promote Policy Procedure Self Service · ensures policies procedures and/ or organizational requirements have been followed; helps train HR and clients on use of HR tools and resources; promotes self service where appropriate.
 - Multi Task Leverages Resources · multi tasks to deliver own activities from end to end effectively; leverages HR tools and resources to manage case and project components effectively.
 - Communicate Escalate Customer Focus · actively listens; ensures written and oral communications are clear concise and timely; leverages multiple communication vehicles (i.e. phone email Microsoft Teams Skype) at the right time to engage and keep clients informed.
 - Prioritize Create Efficiencies · prioritizes work effectively and provides ideas to achieve greater efficiencies.
 - Demonstrate Self Development · displays a commitment to self development; gradually increases knowledge of the business HR policies and processes and assume more complex work over time across varied HR case types; monitors personal development plan using HR tools; takes ownership and responsibility for personal and professional growth and career.
 - Facilitate change and seize opportunities to introduce improvements to current practices and procedures taking into account where appropriate different LOB operating philosophies.
 - Partnering with HR colleagues including NJE EDSE TCDE and TRCP to develop and implement HR initiatives aligned to business needs
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スキル・資格

- Minimum three years of experience in Human Resources Business Management or Control Functions · College degree or equivalent experience · Fluent in written/oral English and Japanese · Solid reporting analysis and quantitative skills · Knowledge of business applications (i.e. Word Excel PowerPoint) are critical · Demonstrated organization skills time management accuracy and attention to detail · Customer service focused; team player; operates with professionalism understands time sensitivity and able to reprioritize as appropriate and responsiveness · Good presentation and communication skills (i.e. clear concise and timely)
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会社説明

ご紹介時にご案内いたします