



【英語を活かせる】HR Operations

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1484753

業種

電気・電子・半導体

雇用形態

派遣

勤務地

その他東京

給与

経験考慮の上、応相談

勤務時間

9:00~17:30

更新日

2024年07月12日 00:00

応募必要条件

職務経験

1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

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

Job Type: Haken (can consider conversion to permanent contract employee)

Department: Human Resources (current team is 5 members)

Hiring Background: Replacement of current HR Operation staff

Remote Work: 1~2 days per week

Working Hours: 9:00~17:30, Overtime is expected

Working Environment: 350 employee in total many foreign employees. Business English level is required.

Salary: Flexible depends on the experince

Key Responsibilities

Payroll Management:

- Administer payroll processing for all employees via vendor, ensuring timely and accurate payment.
- Verify and reconcile payroll data, including hours worked, bonuses, and deductions.
- Handle payroll queries and resolve discrepancies promptly.

Social Insurance:

- Manage social insurance processes, including employee registrations, terminations, and monthly contributions.
- Ensure compliance with local social insurance laws and regulations.
- Liaise with social insurance authorities and manage any audits or inspections.
- Maintain accurate and up-to-date records of social insurance contributions.

HR Operations Support:

- Assist in the administration of employee benefits, such as health insurance, pension plans, and other perks.
- Maintain employee records in HRIS and ensure data accuracy and confidentiality.
- Support HR processes including onboarding, offboarding, and employee status changes.

スキル・資格

Qualifications

- Business level English
- Proven experience in HR operations, specifically in payroll and social insurance administration.
- Proficiency in HRIS and payroll software (e.g., SuccessFactors).
- Ability to handle sensitive and confidential information with discretion.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

会社説明