

## HR Admin

## HR Admin

## 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

1484875

## 業種

電気・電子・半導体

## 雇用形態

派遣

## 勤務地

東京都 23区

## 給与

経験考慮の上、応相談

## 更新日

2024年07月01日 11:51

## 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

The role is for HR Admin where you will focusing on both HR and GA type duties.

The contract is a long Haken.

## Client Details

The company is focused on developing and promoting products tailored for eye tracking and attention computing

## Description

1. Managing daily and yearly HR tasks, collaborating with external social insurance experts.
2. Supervising employee timekeeping and attendance using the Jobcan system.
3. Overseeing onboarding and offboarding processes.
4. Organizing annual health checkups and health committees.
5. Providing employees with necessary certificates.
6. Serving as the main point of contact for HR inquiries.
7. Administering external benefit service systems.

## Job Offer

1. Work 4-6 hours
2. Immediate start date
3. Office is very comfortable and sleek looking
4. Ability to use English at work
5. WFH opportunity

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

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## スキル・資格

1. Demonstrates a proactive and dynamic approach, focused on achieving results.
  2. Adaptable and proactive, with a can-do attitude and the ability to take initiative.
  3. Exhibits a positive and optimistic personality.
  4. Works well within a team, possessing strong social skills.
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## 会社説明

The company is focused on developing and promoting products tailored for eye tracking and attention computing