



HR (Recruiter・採用業務)

採用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

非公開

求人ID

1489040

業種

機械

会社の種類

外資系企業

雇用形態

正社員

勤務地

兵庫県

給与

500万円～700万円

勤務時間

09:00～17:30

休日・休暇

【有給休暇】初年度10日 4ヶ月目から 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 その他は会社カレンダー...

更新日

2024年11月08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 NJB2200207】

The recruiter is in charge of the recruitment process for all Airbus entities in Japan from job description writing to final offer submission. He / she is also in charge of coordinating the graduate recruitment process coordinating with schools and universities. The recruiter is expected to participate to regional projects for new recruitments tools and employer marketing approach.

After some experience the recruiter can evolve into different positions as payroll administrator or HRBP.

■Main Responsibilities

- Managing the recruitment process

In charge of co writing job descriptions with recruiting manager

In charge of publishing job openings and coordinating with agents (contract briefing...)

In charge of pre screening resumes and setting up interviews led by the recruiting manager and the HRBP

In charge of drafting proposals conditions

Reporting to Manager for validation of condition proposal

In charge of the pre onboarding process including agent fee payment moving and housing allowance management and data input in HR system (Workday)

In charge of company housing contract

Reporting to Manager and the Region on recruiting progress status

- New Graduate Recruitment

In charge of coordinating with the schools / universities the various events organized: company presentation job offer publication...

Co participating to events if required

In charge of organizing selection process tests and related logistics

In charge of coordinating the welcoming of new hire for April 1st (direct communication with candidates)

スキル・資格

■Mandatory

- Prior experience in similar work
- Fluent in Japanese decent spoken English

■Better to have

- Experience in Workday (HR system)
- Experience in SAP

会社説明

ご紹介時にご案内いたします