

HR Specialist - IT

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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

1490101

業種

ゲーム

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

500万円 ~ 650万円

更新日

2024年08月13日 13:00

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

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

This role is ideal for individuals with experience in Talent Acquisition (TA) or agency recruitment who are looking to expand their HR expertise. The HR Specialist will play a key role in supporting various HR functions, with a focus on recruitment, onboarding, and HR operations.

Client Details

The client is a technology related that's growing their business in Japan. They are dedicated to innovation and excellence in technology solutions.

Description

- Manage end-to-end recruitment processes, including job postings, candidate screening, interviews, and selection.

- Collaborate with hiring managers to understand staffing needs and develop effective recruitment strategies.
- Build and maintain a strong talent pipeline through proactive sourcing and networking.
- Coordinate and facilitate the on-boarding process for new hires, ensuring a smooth transition into the company.
- Conduct new hire orientations and provide necessary training on company policies and procedures.
- Assist in addressing employee queries and concerns, providing guidance on HR policies and practices.
- Support the HR team in maintaining a positive and inclusive work environment.
- Maintain accurate employee records and HR databases.
- Assist in the preparation of HR reports and documentation as needed.

Job Offer

- Opportunity to grow and develop your HR career in a fast-paced environment

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Mika Lumayag on +813 6627 6059

スキル・資格

- Fluency in Japanese (both written and spoken), business-level proficiency in English.
 - Minimum of 2 years of experience in Talent Acquisition (TA) or agency recruitment.
 - Strong communication and interpersonal skills.
 - Ability to work in a fast-paced environment and manage multiple tasks effectively.
 - Detail-oriented with strong organizational skills.
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会社説明

Michael Page is a leading professional recruitment consultancy specialising in the recruitment of permanent, contract and temporary positions.