



HR Operations Senior Manager

外資IT企業での募集です。労務・労政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IT企業

求人ID

1490565

業種

Sler・システムインテグレーター

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

650万円 ~ 900万円

勤務時間

09:00 ~ 17:30

休日・休暇

【有給休暇】有給休暇は入社後4ヶ月目から付与されます 初年度 10日 4か月目から 【休日】完全週休二日制 夏季休暇 年末年始...

更新日

2024年09月12日 10:00

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

高等学校卒

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 NJB2246147】

Summary:

Accountable for the successful delivery of HR activities within the business teaming with teams across HR and the other functions to deliver seamlessly across the full hire to retire lifecycle including recruiting operations onboarding and offboarding compensation and benefits training and development data quality and employee process lifecycle.

Essential Job Functions:

- Provide support for HR operations including recruitment onboarding and employee data management.
 - Assist in implementing and maintaining HR policies and procedures to ensure consistency and compliance.
 - Assist in maintaining notifications to the labor authorities and union related documents.
 - Lead HR system modifications
 - Revamp Intranet and maintain up to date information.
 - Collaborate with HR team on employee relations matters escalating complex issues to senior HR staff.
 - Offer administrative support to senior HR leaders and assist in HR projects.
 - Maintain accurate HR records and databases ensuring data integrity.
 - Stay informed about HR practices laws and best practices.
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スキル・資格

Basic Qualifications:

- Bachelor's degree in a relevant field or equivalent combination of education and experience.
- Typically 6+ years of relevant work experience in industry with a minimum of 2+ years in a similar role in Human

Resources.

- Proven experience in HR operations and team support.
 - Proficiencies in HR data analysis onboarding and HR compliance.
 - A continuous learner who stays abreast with industry knowledge and technology.
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会社説明

ご紹介時にご案内いたします