



## Head of Human Resources and Assistant to Head of School

### 募集職種

#### 採用企業名

学校法人福岡国際学園 福岡インターナショナルスクール

#### 求人ID

1495595

#### 業種

教育・学校

#### 雇用形態

正社員

#### 勤務地

福岡県

#### 給与

350万円～経験考慮の上、応相談

#### 勤務時間

8am - 4.30pm, 7.5 working hours, Mondays-Fridays

#### 休日・休暇

Paid Leave, Well-being days: 10 days/year, Special Leave etc

#### 更新日

2024年10月18日 00:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 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

#### Introduction

Fukuoka International School embodies its guiding principles of INCLUDE, EMPOWER, and IMPACT, striving to uphold them at all times. As a key member of the school, you are expected to embrace and promote Fukuoka International School's mission with the utmost professionalism.

#### Position Overview

As Head of Human Resources and Assistant to HoS, you will manage the entire employee lifecycle for all staff (FIS and FICS) and you will support the Head of School in administrative matters. This position will require you to work closely and collaboratively with the HoS, Business Manager, Deputy Business Manager and the entire Business Office.

#### DUTIES AND RESPONSIBILITIES

### Employee Lifecycle Processes

- In collaboration and with guidance from the Business Manager and Deputy Business Manager, manage employee lifecycle processes for all personnel hired by the school (including Fukuoka International Community School) including advertisement of position, screening of candidates, recruiting, contracting, onboarding, coordination of visas, orientation, employee engagement initiatives, professional development, offboarding etc.)
- Supporting and organizing support for staff.
- Respond to staff queries regarding contract, compensation and bonuses.
- Ensure HR practices are aligned with policies and comply with the National labour law.
- Initiate background checks and screening of documents.
- Manage all compensation and benefits including healthcare insurance and pension (international and PMAC), labour insurance and employment insurance matters to ensure timely enrolment and follow up on all reporting and procedures required.
- Support the data collection of annual benchmarking (international, national and Fukuoka) of our staff compensation and benefits.
- Collaborate closely within the business office on all HR related matters.
- Identify opportunities for improvement to procedures and workflows.

### Knowledge and database management

- Manage the recruitment and HR database including employment, leave records and professional development training.
- Identify opportunities for system improvements / automations of workflows or procedures for efficiency where possible.
- Support the development, documentation and update on working rules, HR policies and procedures into a handbook and update job descriptions.

### Promote a healthy organization culture, well-being and safeguarding

- Help to shape the organizational culture, retain talent and ensure our HR practices align with our guiding principles by promoting diversity and inclusion for a more equitable workplace.
- Promote staff well-being and collaborate with faculty committees to organize staff events and activities.
- Provide support for staff and their families to successfully transit into and out of FIS and Fukuoka.
- Support the organization of staff training and assist with the development of professional development initiatives.

### Assistant to the Head of School (HoS)

- Assist with Board Meetings, BLC meetings and other events including arrangements and translations (written and oral).
- Provide administrative support including, but not limited to translation support, calendar management, travel arrangements, document preparations and data collection.
- Attend seminars and business meetings off-campus to promote the school with the HoS or as a school representative when requested by the HoS.
- Support HoS off-campus for personal matters.
- Act as PTA rep liaison facilitating communication from PTA to the Business Office and Education side and attend on behalf of HoS where required.

This position will be entrusted with confidential information and is expected to uphold the confidentiality of all matters. Other duties may be assigned as appropriate.

### Contract Type

Initial 1 year contract, renewable.

Depending on performance, conversion to a permanent contract type is a possibility.

### Working Hours

Full-time, 242 working days

8am - 4.30pm, 7.5 working hours, Mondays-Fridays

There may be school events on a couple of Saturdays that will be a working day. A designated off-in-lieu will be provided.

### Leave

Paid Leave, Well-being Days, Special Leave for marriage and bereavement, Maternity Leave, Childcare leave

### Benefits

- Commuting allowance
- Social Insurance and Employee's Pension administered by the Private School Mutual Aid (PMAC) System
- Employment Insurance
- Workers' compensation insurance
- Fukuoka International School or Fukuoka International Community School Tuition Allowance for up to 2 eligible dependents (full waiver of school fees; taxable benefit)
- Annual health check ups and flu vaccination
- Severance pay (a minimum one year service is required)
- Professional development opportunities

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### スキル・資格

#### Qualifications, Experience and Skills

- Fluency in Japanese and English is a prerequisite. Knowledge of other languages is a plus.
- Experience in Human Resources or relevant experience in managing people operations or managing social insurance/labour insurance or in a similar capacity is desirable.
- A Bachelor's degree in Human Resources, Business or the equivalent in related fields. Prior similar experience in HR will be considered.
- Good planning and organizational skills and ability to coordinate schedules.
- Excellent communication skills to foster positive relationships with stakeholders.
- Ability to work with a sense of urgency with a keen eye for detail with regards to administrative work and procedures.
- Ability to work collaboratively with different teams.
- Positive attitude and ability to work in teams and or independently.

- Proficiency in IT skills and Google Suite or equivalent.
- Possesses a Japanese driving license.

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会社説明