



HR & Admin Manager

募集職種

採用企業名

ピコ・インターナショナル株式会社

求人ID

1503519

部署名

Office Administration

業種

その他（広告・PR・メディア）

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2024年11月22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

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

PURPOSE OF THE JOB

Pico International Ltd is looking for a self-motivated, results-driven, bilingual and high EQ HR & Admin Manager to support on HR and office administrative matters.

The ideal candidate is required to stay up-to-date with changes in work legislation and industry standards. He / She will be responsible for all recruitment and selection administrative processes, and implementations of HR strategies, working with the global HR team, as well as to handle employee relations. In this role, the HR & Admin Manager must ensure compliance with all labour laws.

In addition, the ideal candidate will also work on other office administrative matters, together with an Admin Assistant, such as office supplies replenishment, P-Mark certification, etc.

The successful candidate for this role should possess excellent communication skills and have prior experience in human resources matters. You will play a key role in supporting the agency's brand image as well as to help the agency achieve the overall growth objectives.

ROLE AND RESPONSIBILITIES

- Ensure compliance with all employment laws and regulations.
 - Stay updated on changes in work legislation and industry standards.
 - Work on recruitment and selection processes, including sourcing, interviewing, and hiring new employees.
 - Implement HR strategies, policies, and procedures, working hand-in-hand with Global HR team
 - Run employee training and development programs.
 - Maintain HR records, including employee files, compensation, and benefits information.
 - Assist to handle employee relations and resolve any workplace conflicts or issues.
 - Assist to create employee benefits programs and ensure compliance with regulations.
 - Work on onboarding and offboarding
 - Assist to run employee recognition and rewards programs.
 - Assist to manage and resolve employee complaints and grievances.
 - Provide HR support and guidance to managers and employees.
 - Negotiate and manage labor contracts and collective bargaining agreements.
 - Conduct performance evaluations and provide feedback to employees.
 - Stay updated on current industry trends and best practices in HR management.
 - Liaise with external vendors and work on Office Administrative matters such as office supplies replenishment, P-Mark application, IT matters (eg. Wifi repair), etc.
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スキル・資格

- At least 5 years of working experience
- Bachelor's degree in Human Resources or a related field.
- Experience in recruiting, training, or organizational development.
- Excellent communication and interpersonal skills.
- Expertise in resolving conflicts and fostering healthy workplace relationships.
- Strong critical thinking and problem-solving skills.
- Thorough knowledge of employment laws, regulations, and best practices.
- Must be fluent in spoken and written English
- Must have native level spoken and written proficiency in Japanese
- Candidate must have a valid working permit in Japan

Functional Competencies

- Excellent written and verbal communication skills
 - Time-management skills
 - Attention to detail
 - Ability to multi-task
 - Problem-Solving
 - Global Perspective
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会社説明