



Assignment Support "NEW" "International Company"

募集職種

採用企業名

NES Fircroft

求人ID

1506156

業種

人材紹介

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 600万円

歩合給

固定給+歩合給

更新日

2024年11月21日 18:09

応募必要条件

職務経験

6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

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

This is a key role supporting international workers in Japan. You will be the contact point to support these professionals during their time in the country.

You will need to be a keen problem solver with strong customer-facing skills. Some of the main responsibilities are listed below. Training will be provided.

- Managing the compliant visa application process in Japan.
- Learning Japan's legislative environment for efficient and compliant onboarding.
- Conducting regular check-ins with employees and addressing their concerns.

- Coordinating with sales and travel teams for training, flights, accommodation, etc.
 - Ensuring contractors are onboarded in full compliance with government, client, and NESF requirements.
 - Supporting payroll by processing simple payroll information.
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スキル・資格

- Native Japanese speaking level is required.
 - Excellent communication and interpersonal skills.
 - Strong attention to detail with a commitment to delivering high-quality service.
 - Experience in either operations coordination, customer service, HR, or payroll-related roles is preferred.
 - Knowledge of Japan's visa application process and employment regulations already would be preferred, but training will be provided should you not have that experience already.
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会社説明