



## HR & General Affairs Assistant

在宅可、正社員になれる

### 募集職種

#### 派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

#### 採用企業名

Data center solutions company

#### 求人ID

1506809

#### 業種

その他（不動産・土木建設）

#### 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 少数

#### 雇用形態

派遣

#### 勤務地

東京都 23区

#### 給与

400万円 ~ 550万円

#### 更新日

2024年12月24日 06:00

### 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

日常会話レベル

#### 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

#### HR Assistance

- Support for payroll, social insurance, and attendance management.
- Data preparation, document creation, and dispatch using various cloud systems. Over 90% of the work is system-based, with minimal manual paperwork or Excel tasks. Experience with eGov or Mynaportal electronic applications is a plus.

- Coordinate interview schedules using scheduling tools.

#### **General Affairs & Executive Assistant**

- Manage contract approval processes, assist with stamping and electronic signatures, and maintain contract files.
- Provide assistant support to the CEO/COO.
- Oversee office supplies management and procurement, including placing and organizing orders via Amazon and ASKUL.
- Handle phone calls and visitor reception.
- Maintain office facilities, meeting rooms, and ensure security (e.g., locking up).
- Manage office equipment for new hires and departing staff.
- Perform background checks, vendor registrations, and process invoices via cloud tools.
- Assist with visitors from overseas, primarily hotel reservations and other needs.
- Arrange and coordinate mail, courier, and delivery services.

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#### スキル・資格

##### **Required Skills:**

- At least 1 year of experience in HR and general affairs, including office management, procurement, phone communication, document management, interview scheduling, cloud system management
- Basic understanding of payroll, social insurance, and attendance management.
- MS Office Skills: General proficiency in MS Outlook, Word, and Excel.
- English: Business-level or above, capable of assisting the American COO.
- Able to proactively ask questions when uncertain and handle even small mistakes openly.
- Detail-oriented, with strong responsibility in tracking tasks and ensuring their completion.
- Comfortable using cloud-based tools and adapting flexibly.

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#### 会社説明