



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11月26日 14:35

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.

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.

会社説明