

**PR/117797 | Japanese Speaking HR Administrator & Administration assistant****募集職種****人材紹介会社**

ジェイエイシーリクルートメントイギリス

**求人ID**

1515387

**業種**

ビジネスコンサルティング

**雇用形態**

正社員

**勤務地**

イギリス

**給与**

経験考慮の上、応相談

**更新日**

2025年01月14日 10:28

**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**

ビジネス会話レベル

**最終学歴**

短大卒：準学士号

**現在のビザ**

日本での就労許可は必要ありません

**募集要項**

Our client is looking for a Japanese Speaking HR Administrator to join their dynamic team.

Company: Japanese consulting firm

Position: HR Administrator/Admin Assistant

Location: Central London (Hybrid)

Salary: £32,000 - £36,000 + bonus (depends on performance)

**Main responsibilities:**

## 1. Dealing with HR matters

- Hiring process (contracts), visa arrangements, helping onboarding process of contractors, local employees and expats
- Maintaining employee Handbook
- Supporting and taking care of operation staff
- Conduct HR training events
- Answering any inquiries from employee related HR matters
- Managing employment data
- Organising meetings and taking minutes
- Manage employee holidays and sickness records
- Improving, implementing, and administering human resources policies and procedures
- Implementing programs to improve the employee experience of the organisation as a workplace
- Support improvements in procedures for HR related applications and management

## 2. Administration Assistant

- Corporation Secretary work
- Arranging meetings on behalf of the staff, including booking meeting spaces and organising refreshments
- Checking and looking into the details of authorisation claims
- Operating and overseeing the maintenance of office equipment, such as printers and photocopiers
- Monitoring office supplies and reordering them as needed
- Updating and maintaining records, both on paper and digitally

**Requirements:**

- Expertise and experience in HR area
- Other skills: Word, Power point, Excel
- Eligible to work in UK without restriction

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK  
#citylondon

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会社説明