



## General Affairs - HR Admin | Sales Support

### 募集職種

### 採用企業名

AURORA SOLUTIONS株式会社

### 求人ID

1515882

### 業種

ITコンサルティング

### 雇用形態

正社員

### 勤務地

東京都 23区, 千代田区

### 給与

経験考慮の上、応相談

### 更新日

2025年01月17日 15:52

### 応募必要条件

#### キャリアレベル

新卒・未経験者レベル

#### 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

#### About Aurora Solutions:

Aurora Solutions is a consulting firm specializing in clearing, risk, collateral management, and back-office operations. Our major customers include banks, exchanges, and clearing houses. We pride ourselves on delivering innovative solutions that address our clients' most complex operational and strategic challenges.

#### Role Overview:

We are seeking a highly motivated and detail-oriented HR Admin/Sales Support professional to join our team. This dual-role position requires excellent organizational skills, a proactive attitude, and a strong ability to communicate effectively across diverse teams. The ideal candidate will have native-level Japanese proficiency and business-level English fluency.

#### Key Responsibilities:

#### HR Administration:

- Maintain employee records and ensure compliance with local labor laws and company policies.
- Assist in organizing training programs and employee engagement initiatives.
- Provide administrative support for payroll, benefits, and other HR functions.

**Sales Support:**

- Assist the sales team with documentation, proposals, and client presentations.
  - Act as a liaison between the sales team and clients, ensuring timely communication and follow-ups.
  - Maintain and update customer relationship management (CRM) systems.
  - Prepare reports and sales analytics to support strategic decision-making.
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## スキル・資格

**Requirements:**

- **Language Proficiency:** Native-level Japanese and business-level English.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience in finance or consulting is a plus but not required.

**Preferred Qualifications:**

- Previous experience in HR, administrative roles, or sales support.
- Familiarity with CRM systems and HR management software.
- Knowledge of financial services, risk management, or back-office operations.

**What We Offer:**

- Opportunity to work with leading financial institutions and industry experts.
  - A dynamic and inclusive work environment.
  - Professional growth and development opportunities.
  - Competitive salary and benefits package.
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## 会社説明