



**SUPPORT YOUR FIRST CAREER IN JAPAN**  
 Hotel front desk / English Teacher / Inexperience welcomed  
 Make a step towards your future career

[Global Human Resources] foreign-owned listed company

Use both Japanese and English

## 募集職種

人材紹介会社  
 株式会社 j Career

求人ID  
 1535089

業種  
 インターネット・Webサービス

会社の種類  
 大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合  
 外国人 半数

雇用形態  
 契約

勤務地  
 愛知県, 名古屋市千種区

最寄駅  
 桜通線、 今池駅

給与  
 250万円 ~ 経験考慮の上、応相談

勤務時間  
 9: 00-18:00 60 minutes breaktime

休日・休暇  
 Sat, Sun, national holyday Summer&Winter vacation paid holid etc

更新日  
 2025年04月25日 18:22

## 応募必要条件

職務経験  
 1年以上

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 (英語使用比率: 50%程度)

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  
 日本での就労許可が必要です

## 募集要項

We are engaged in the user support, debugging, and software testing business, mainly in the gaming industry.

We are engaged in the user support, debugging, and content testing business, mainly in the gaming industry. Especially in our overseas user support business, we have a long track record of employing many foreign national staff.

We are looking for a person who can handle the hiring, procedures, and follow-up of foreign employees in our general affairs and human resources department.

While you will be close to foreign employees working in a foreign country, you will explain company rules from the company's perspective to foreign employees who have little experience working in Japan, so we prefer that you have experience working for a Japanese company and understand the rules of working for a Japanese company.

#### ▼ Roles

- Clearly communicate specific job duties and roles to other foreign employees based on your perspective as a foreign employee.

- Communication skills (level of Japanese and English) are specifically defined and incorporated into hiring criteria

#### ▼ Cultural adaptability

Ability to adapt to Japanese work culture and HR practices

- Awareness of whether the candidate can be expected to play a role in building bridges with other employees, with an eye to differences in culture and work practices

#### Specific Tasks

- Recruitment of foreign staff (from part-time to full-time employees)
- Planning and operation of recruitment plans (job posting, selection flow study, etc.)
- Planning of education system
- Planning for improvement of working environment
- Support for working visa acquisition procedures
- Personnel planning (personnel allocation, organizational arrangement)
- Planning and operation of personnel system (evaluation, treatment, transfer)

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## スキル・資格

### Required Skills/Experience:

- Basic knowledge of visa status (as it relates to handling on-boarding)
- Basic HR related skills (hiring process, contract management, handling labor issues)
- Multilingual skills and cross-cultural understanding
- English business level
- Japanese business level
- Experience working in Japan

### Welcomed and preferred conditions:

- Experience in human resources in Japan
- Chinese is also a plus.

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## 会社説明