

Hirafu Capital

HR officer/ 世界のスキーリゾートで働く Work in a world-famous ski resort.

社宅・正社員登用制度あり。採用から体制づくりまで様々な業務に関われます。

Job Information

Hiring Company

Hirafu Capital GK

Subsidiary

Hirafu Capital合同会社

Job ID

1464717

Division

人事部

Industry

Hotel

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Hokkaido

Salary

3 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

8時間/8hours

Holidays

年間休日110日/110days a year

Refreshed

May 6th, 2024 07:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- 求人情報の作成、候補者の選考、面接、選考、従業員の個人情報の整理。
 - 採用選考プロセスが確実に実行され、ビザ申請が適切に遂行されていることを確認する。
 - 労働条件、人事考課用機会均等、綱紀肅正、勤怠管理などに関する方針を更新する。
 - 新入社員の入社に関する規定のオリエンテーションを担当する。
 - 給与や福利厚生に関する情報の更新
 - 従業員の食事会や福利厚生手配。
 - その他、マネージャーの要求に応じてそのほかの業務を遂行する。
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- Developing job descriptions, shortlisting, interviewing and selecting candidates, preparing personal files of the colleagues.
 - Ensure recruitment and selection process is adhered to and that all the relevant immigration checks are carried out correctly.
 - Updating policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures, and absence management.
 - Responsible for the on the job orientation for new hires.
 - Updating salary and benefits information.
 - Coordinating staff food festivals and entertainment programs.
 - Ad-hoc tasks as assigned by management.

Required Skills

普通自動車運転免許(AT限定)

Company Description