



## HR & General Affairs Assistant

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### Job Information

**Temp Agency**

Randstad K.K., Professionals

**Hiring Company**

Data center solutions company

**Job ID**

1506809

**Industry**

Other (Real Estate, Construction)

**Company Type**

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

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 5.5 million yen

**Refreshed**

December 12th, 2025 06:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**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.

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**Required Skills****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.

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**Company Description**