

「プロだからわかる、あなたのスキルが活躍の場所」
60以上の業界・職種に特化した専門チームがサポート

Robert—
Walters

【英語を活かす】ジュニアHRBP/ Jr. HRBP

免税ショッピング会社にて、ジュニアHRBPの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

免税ショッピング会社

Job ID

1542074

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

May 21st, 2025 15:06

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global tax-free shopping solutions company is seeking a Jr. HR Business Partner. The selected candidate will manage HR functions, including recruitment, payroll, compliance, and office management responsibilities.

A global leader in tax-free shopping solutions, this company provides seamless refund and payment services that enhance the international shopping experience. With advanced digital solutions and a strong retail network, it helps merchants drive sales while offering travellers a hassle-free way to save on purchases.

Keywords:

人事ビジネスパートナー、採用、給与処理、労務コンプライアンス、オフィスマネジメント、人事システム、ベンダー管理、求人、外資系

Job Ref: VPTVD6

Responsibilities:

- Act as the primary HR contact for Legal, Finance, and Office Management teams, providing guidance on HR and office matters
- Oversee the full employee lifecycle, from recruitment and onboarding to offboarding
- Manage payroll processing, ensuring accuracy and compliance with legal requirements
- Serve as the main point of contact for office management, overseeing office operations and vendor coordination
- Collaborate on HR projects and support the implementation of HR strategies
- Provide backup support to the HRBP and ensure HR service continuity

Requirements:

- Bachelor's degree or above in Human Resources, Business Administration, or related field
- More than 2 years of experience as an HR Business Partner or similar HR role
- Experience in HR processes, including recruitment, onboarding, payroll, and compliance
- Strong understanding of office management, including facilities coordination and vendor management
- Familiarity with HRIS systems and payroll platforms
- Knowledge of employment law and regulatory compliance
- Fluent level written and verbal English; professional level Japanese

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.