

MichaelPage

www.michaelpage.co.jp

【在宅可x面接 2 回】 9 か月契約HR staff @外資IT企業

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Job Information

Recruiter

Michael Page

Job ID

1542146

Industry

Electronics, Semiconductor

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Refreshed

May 22nd, 2025 15:38

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

- Maintaining accurate and up-to-date information on employee data, including employment contracts, performance reviews, and attendance records.
- Handling various HR-related documentation, such as onboarding forms, resignation letters, and employment contracts.
- Assisting with recruitment:
- Supporting the hiring process by scheduling interviews, managing candidate information, and coordinating with recruitment agencies.

企業情報

南米に本社を置く外資系IT企業

職務内容

same as JD

条件・待遇

金曜日は会社出社日ですが、それ以外は柔軟に在宅勤務可能

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ena Morita on +81 3 6832 8950.

Required Skills

If you are enthusiastic, people oriented, love new challenges, eager to work for a fast growing company in the Japanese and Global market of Digital Solutions for large enterprises, then you've come to the right place!

Company Description

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