



【時給2000～】 【在宅週2まで可能】 HRIS + TA

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1542586

Industry

Logistics, Storage

Company Type

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

Job Type

Temporary

Location

Tokyo - 23 Wards, Minato-ku

Salary

Based on hourly rate

Hourly Rate

2000円 + 交通費

Refreshed

May 28th, 2025 10:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【業界】 : Transportation

【規模】 : 約40人

【勤務時間】 : 9:00 – 17:45 (1 hour break), can WFH 1/week

【ポジション】 : HR Generalist

【雇用形態】 : 派遣社員

【雇用期間】 : 長期

【募集背景】：産休カバー

【就業開始時期】：July 2025

【英語力】：ビジネス

【時給】：2000円

【業務範囲】：

Key Responsibilities 1: Recruiting & Staffing

- Manage the recruitment & onboarding process for various levels and roles across IFCO Japan / IFCO Orion
- Look for and hire top talent, post the position, screen, and interview, develop recruitment networks, and bring brand awareness to attract future talent.
- Brief meetings with hiring managers and provide feedback to agencies or candidates, and make job offers.
- Empower hiring managers and guide them in making the right hiring decisions.
- Working on the campus recruitment (New Graduates) and internship recruitment.
- Supporting internal transfers to foster effective cross-functional mobility

Key Responsibilities 2: Operations

- Manage HRIS data (Workday) to ensure that the inputs are correct and up to date
- Support the training program arrangement for employees
- Handle other operational tasks as needed
- Provide advice and/or support regarding employee inquiries/requests/issues related, but not limited to current HR regulations and policies, and processes.
- Other Administrative tasks

Required Skills

【求める経験やスキル】：

- At least 3+ years of working experience in Human Resources
- Experience in Recruiting, HR Operations
- Familiarity with HR Systems like Workday, SuccessFactors, SAP or Oracle
- Native Japanese, Business English

【備考】：

*Valuable, but not essential

- Experience in Talent Acquisition
- Experience/Exposure relative to Talent Management

Company Description