



人事スタッフ／HR & Admin Officer | 1869年に成立した英国発のインターナショナルスクール日本校

国際的なカルチャー | 人事アドミン全般に携わる仕事 | 残業少なめで女性に優しい環境

Job Information

Hiring Company

[Malvern College Tokyo](#)

Job ID

1553510

Division

Human Resources

Industry

Education

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - Other Areas, Kodaira-shi

Salary

4 million yen ~ 5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

8:30~17:15 (うち休憩 1 時間)

Holidays

週休2日 (原則土日)、年末年始休暇、有給休暇

Refreshed

August 6th, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Division/School: Malvern College Tokyo
Service location: Kodaira City, Tokyo
Reporting line: HR Manager
Effective date: Immediate

Job Purpose

A Human Resources Officer assists the HR Manager with recruitment, payroll management and other human relations duties, including the development and implementation of HR initiatives and systems.

Main Duties and Responsibilities

Recruitment

- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plan • Handle coordination and monitoring of visas for expatriate employees

Staff Management

- Assist with day-to-day HR functions and duties
- Maintain employee records according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Look after the health, safety and welfare of all employees
- Assist in developing training and development programs with relevant teams

Payroll

- Maintain and process company's monthly payroll
- Collect and manage monthly timesheets
- Assist in payroll preparation by providing relevant data
- Answer staff questions about wages, deductions, attendance, and time records
- Receive and coordinate requests for leave and other absences
- Distribute payment statements
- Manage on payroll expenses
- Ensure wages and tax withholdings comply with regulations

Other

- Process documentation and prepare reports relating to personnel activities
- Deal with employee requests regarding human resources issues, rules, and regulations
- Support the development and implementation of HR initiatives and systems
- Communicate with public services as needed

Key Relationships

Internal: Faculty, Office staff, Leadership Team

External: Visitors, Vendors

※ この職務は、日々学生、保護者、教職員と密接に連携して行うため、リモートワークのオプションはありません。小平キャンパスで勤務する必要があります。

※ Because this role works closely with students, parents, and faculty members on a day-to-day basis, there is no remote work options available. you will be required to work from our Kodaira Campus

Required Skills

- Bachelor's Degree
- 1~3 years' work experience in human resources.
- An understanding of labour laws, rules, regulations and best practices
- Ability to showcase strategic thinking and tackle problems from different angles
- Ability to work with various kinds of school data, including the skill to learn new systems and how the various parts of a system relate to the whole school
- Strong computer literacy (Microsoft Office)
- Good interpersonal and communication skills
- Ability to multi-task and balance ambiguity in a rapidly changing environment
- Ability to work productively with frequent interruptions
- Professional appearance to represent our organization
- Additional Requirements
- Any relevant training courses or credentials in Human Resources are a plus

Company Description