

**MichaelPage**

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## HR and Office Admin

**HR & Admins**

## Job Information

**Recruiter**

Michael Page

**Job ID**

1556441

**Division**

HR and Office Admin

**Industry**

Chemical, Raw Materials

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 8 million yen

**Refreshed**

August 27th, 2025 14:21

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

The HR and Office Admin will play a key role in managing human resources functions and ensuring the smooth operation of office activities in Tokyo. This role is ideal for a professional with expertise in the industrial/manufacturing sector who is ready to contribute to organizational efficiency.

**Client Details**

The employer is a large organization within the industrial/manufacturing sector, known for its commitment to operational excellence and fostering a structured work environment. The company values professionalism and aims to create a collaborative atmosphere for its employees.

**Description**

- Support recruitment processes
- Oversee payroll administration
- Maintain employee records and support performance management initiatives.
- Coordinate office operations, including procurement of supplies and vendor management.

**Job Offer**

- Competitive annual salary in the range of JPY 6300000 to JPY 7700000.
- Permanent position with opportunities for career growth.
- Professional development through training and HR initiatives.
- Supportive and structured work environment in Shanghai.
- The chance to work in a thriving industrial/manufacturing sector.

If you are passionate about human resources and office administration, apply now to join a reputable organization in Shanghai!

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

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**Required Skills**

A successful HR and Office Admin should have:

- A background in human resources or office administration, preferably within the industrial/manufacturing sector.
- Familiarity with HR practices, payroll systems, and labor laws.
- Strong organizational and multitasking skills.

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**Company Description**

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