

**WHITE RABBIT JAPAN**

HR & Administration Officer<Hybrid Work-2 Days Remote>

An ecommerce service company in Japan

Job Information

Hiring Company

[White Rabbit Japan G.K.](#)

Job ID

1557994

Industry

Other (Distribution, Retail, Logistics)

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Kanagawa Prefecture, Yokohama-shi Kanagawa-ku

Train Description

Keihin Tohoku Line (Tokyo-Yokohama), Shin Koyasu Station

Salary

4.5 million yen ~ 5.5 million yen

Work Hours

フレックスタイム制（コアタイム・詳細は応相談）

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【What Makes This Position Attractive】

- Collaborate with an international and diverse team, offering opportunities to thrive on a global scale.

- Enjoy significant autonomy and a fast-paced environment.
- Benefit from flexible working arrangements and a supportive team culture.
- Take the initiative to improve workplace systems and policies.

[White Rabbit Japan?]

White Rabbit Japan is working to elevate e-commerce between Japanese sellers and overseas buyers. At the core of this effort are our Japan Rabbit and Blackship products. Japan Rabbit makes buying from Japan hassle-free for thousands of people and businesses worldwide. Blackship makes forwarding packages from Japan faster and easier for businesses and individuals.

[Key Responsibilities]

- Recruitment activities: posting and managing job ads, coordinating with job boards and recruiting agencies, and handling applicant communication
- HR & labor management: attendance management, payroll, year-end tax adjustment, liaising with social insurance/labor consultants and lawyers, creating and updating work regulations
- Workplace & safety: health and safety management, organizing health checkups, workplace improvement initiatives
- Performance management: designing and implementing performance appraisal systems
- Data management: input, tracking, and reporting of HR-related data

[Working Hours]

Flexible working hours system (core hours and details subject to discussion)

[Work Location]

4th Floor, Alt Yokohama Business Center, 1-2-4 Shinkoyasu, Kanagawa Ward, Yokohama City, Kanagawa Prefecture

Nearest Station: 2-minute walk from JR Keihin-Tohoku Line Shinkoyasu Station

※Work Arrangement: Remote work permitted up to 2 days per week (remaining days require on-site attendance)

[Company Profile]

White Rabbit Japan is a fast-growing, innovative company dedicated to revolutionizing how people buy from Japan. As part of our dynamic team, you'll enjoy a flexible, impact-driven culture and the opportunity to make a global difference. Explore our open positions and embark on an exciting journey with us!(Founded in 2003)

Required Skills**[Requirements]**

- 5+ years of HR & labor management experience
- Native-level Japanese and business-level English (both required)
- Practical knowledge of payroll, attendance management, and year-end tax adjustment
- Understanding of work regulations and occupational health & safety management
- Strong communication and organizational skills
- Problem-solving mindset and flexibility to adapt to change
- Ability to proactively build and improve processes

[Language Skills] ※All are required

- Japanese: Native level
- English: Business level

Company Description