



## 外資系国際法律事務所での人事スタッフ / HR Coordinator

英語力を活かします◎Good WLB

### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1564825

**Industry**

Legal

**Company Type**

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

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 6 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9:00-17:30

**Holidays**

土日祝日、年末年始、有給休暇 他

**Refreshed**

December 22nd, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

- Employee relations and Health Management

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#### Employee relations and health management

- Provide general HR-related consultation, advice, for employees such as and procedural steps for joining, taking leave of absence, and leaving the firm
- Takes the lead in the coordination of employee health management. Annual health check-up process, annual stress check process for staff, coordinates with the firm's medical advisor and takes the lead in arranging and conducting task for the monthly safety and health program (eisei-iinkai). Also provides general health care related information to Tokyo staff
- Attends trainings to remain current on technology relevant to employee labor and health management, and actively communicates with team members to ensure up-to-date information is shared among the team
- Employee on and off boarding
- Operate smooth on and off boarding process, include orientation or exit interviews
- Staff Payroll
- Manage monthly payroll and social insurance process with other HR team members
- Staff Recruiting
- Take part in the entire recruitment process

詳しい詳細につきましては、面談にてご説明させていただいております。

少しでもご興味があれば、こちらに応募いただくか、下記までご連絡くださいませ。

ai@alberto-recruitment.com, 080-4462-7881 (担当：綿引)

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#### Required Skills

- Bachelor's degree in business administration, human resources or a relevant field
- 3+ years of proven experience in a similar role
- Good understanding of the full recruitment process
- Business level English and fluency in Japanese
- Proficient in MS Office; Working knowledge of relevant software

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#### Company Description