



HR and Office Administrator (新プロジェクト立ち上げ担当)

アジア系テクノロジー企業での募集です。採用のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

アジア系テクノロジー企業

Job ID

1573765

Industry

Communication

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 12 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】初年度 14日 6か月目から 【休日】完全週休二日制 国民の祝日、夏季休暇、年末年始休暇

Refreshed

February 5th, 2026 18:00

General Requirements

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

【求人No NJB2303288】

We are seeking a highly organized and detail oriented HR and Office Manager/Administrator to join our team in Japan. This role is responsible for managing various HR functions including recruitment, payroll processing, statutory social insurance handling, filings, legal compliance, and policy management. The ideal candidate will ensure adherence to labor laws and local regulations, year end withholding tax adjustments, and collaborate closely with business leaders to align HR strategies with organizational goals.

Required Skills

Qualifications Requirements:

- Bachelor's degree
- 5 8 years of experience in HRBP HR operations payroll and compliance in Japan.
- Basic knowledge of Japanese labor laws social insurance procedures and tax regulations.
- Excellent communication organizational and problem solving skills.
- Ability to work effectively with cross functional teams and senior management.
- Fluency in Japanese and English

Company Description

ご紹介時にご案内いたします