



Associate HR Operations Specialist

米系外資穀物メジャーでの募集です。労務・労政のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

米系外資穀物メジャー

Job ID

1574366

Industry

Specialized Import, Export

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 7.5 million yen

Work Hours

09:30 ~ 17:30

Holidays

【有給休暇】有給休暇は入社時から付与されます 初年度10日、2年目15日、3年目以降20日（入社月によりあん分支給。入社初月か…

Refreshed

February 5th, 2026 08:01

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 NJB2353375】

- The Associate Professional General HR Operations job handles basic human resources services spanning data administration position management learning administration performance monitoring time and attendance benefits and other transactions to ensure the successful operations of the organization's human resources administrative services. Under close supervision this job addresses questions for employees and managers and performs human resources services administration activities including benefits new hire and termination process administration.

Required Skills

Qualifications

- Typically reflects 2 years or more of relevant experience.
- Require at least 1 2 year related experience in payroll (including social insurance and local benefit management) .
- Good English skills
- Good communication and teamwork

Company Description

ご紹介時にご案内いたします