



Standalone HR manager

ハイブリッド型勤務、正社員への登用の可能性あり！

Job Information

Temp Agency

Randstad K.K., Professionals

Job ID

1585989

Industry

Other (Hospitality)

Company Type

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

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Hourly Rate

2000円~2200円

Refreshed

April 21st, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

1. Payroll & Social Insurance
 - Review attendance data and allowances for payroll processing
 - Coordinate with external payroll and social insurance vendors
 - Prepare and validate payroll data and drafts
 - Respond to employee inquiries related to payroll, payslips, and deductions
 - Ensure accurate handling of resident taxes, social insurance, and statutory updates
2. On/Offboarding & Exit Management
 - Manage employee on/offboarding and related procedures
 - Conduct interviews with candidates when needed

- Prepare required documents with an accounting vendor (e.g. social insurance, tax documents)
 - Ensure provide/return of company assets and system access/removal
 - Maintain accurate employee records and support
 - 3. HR Systems & Data Management
 - Maintain HR systems (attendance, payroll, employee master data)
 - Manage PTO balances and employment status updates
 - Maintain employee lists and internal distribution lists
 - Monitor system usage and identify opportunities for improvement or integration
 - 4. Employee Relations & HR Support
 - Serve as the first point of contact for HR-related inquiries
 - Handle employee questions on payroll, leave, insurance, and personal data updates
 - Manage HR documentation (e.g. pension, insurance forms)
 - Communicate HR policies and operational updates clearly to employees
 - 5. Compliance & Policy Management
 - Maintain and update internal policies and company regulations
 - Ensure compliance with Japanese labor laws and statutory requirements
 - Identify risks or gaps and implement corrective actions
 - Support audits and external regulatory requirements
 - 6. Office Administration & Vendor Management
 - Support visa-related processes and company registration updates
 - Review vendor performance, contracts, and costs
 - 7. Finance & Administrative Support
 - Manage invoices and supporting financial documentation
 - Track payments and support basic cash flow visibility
 - Coordinate with internal finance and external partners
-

Company Description