



Understanding People

HR Assistant / 人事アシスタント

Remote work flexibility

Job Information

Recruiter

Specialized Group

Job ID

1589711

Industry

Tourism

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

HR Assistant 人事アシスタント - Recruitment & Employee Management (Flexible Remote, Career Path to HR Manager)

Our client, a travel agency, is seeking an HR Assistant to join their international team. This role offers a unique opportunity to start a career in Human Resources with a clear path to becoming an HR Manager, all within a flexible remote work environment. Enjoy the benefits of flexible working hours and the chance to work in a diverse, international setting.

Key Responsibilities:

- Message candidates on recruiting platforms
- Manage applicant pipelines and recruitment coordination
- Schedule and set up interviews

- - Support onboarding for new employees
- - Assist with employee offboarding procedures
- - Provide general HR administrative support

Qualifications:

- - Professional-level Japanese
- - Professional-level English
- - Experience with recruiting platforms like Indeed, LinkedIn is preferred but not mandatory
- - Experience in HR administrative tasks is preferred but not mandatory
- - Familiarity with onboarding and offboarding processes is preferred but not mandatory

Company Description