



Understanding People

HR General Affairs 人事総務部 - Media (¥6M+ salary, Remote Work)

Salary from ¥6M+

Job Information

Recruiter

Specialized Group

Job ID

1594805

Industry

Advertising, PR

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 1st, 2026 15:26

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 General Affairs 人事総務部 - Media (¥6M+ salary, Remote Work, Bonuses)

Our client, a prestigious media company, is seeking candidates with a disability certificate for a role in their HR General Affairs Department. This position offers the chance to contribute to a company committed to digitalization and globalization, with a focus on diversity, equity, and inclusion. Enjoy a competitive salary starting at 6,000,000 JPY annually, comprehensive benefits including housing and child allowances, and a supportive work environment with flexible working arrangements.

Key Responsibilities:

- Manage company-owned property operations
- Oversee lease contract management for rental properties
- Develop strategies for utilizing idle properties
- Ensure compliance with Japanese real estate laws

Qualifications:

- Experience in building management or corporate real estate transactions
- Intermediate PC skills in Word, Excel, PowerPoint
- Must possess a disability certificate or be in the process of obtaining one
- Business-level proficiency in Japanese
- Experience with property management software is preferred but not mandatory
- Knowledge of Japanese real estate laws is preferred but not mandatory

私たちのクライアントは、150年の歴史を誇る名高いメディア企業であり、デジタル化とグローバル化、多様性・公平性・包括性を重視する企業です。このたび、障がい者手帳をお持ちの方を対象に、人事総務部でのポジションを募集しています。年収600万円以上の競争力のある給与に加え、住宅手当や育児手当などの充実した福利厚生、柔軟な働き方を提供するサポート体制があります。

業務内容：

- 会社所有の不動産運営管理
- 賃貸物件のリース契約管理
- 遊休不動産の活用戦略の策定
- 日本の不動産法に基づくコンプライアンスの確保

応募資格：

- 建物管理または企業不動産取引の経験
- Word、Excel、PowerPointの中級PCスキル
- 障がい者手帳をお持ちまたは取得予定の方
- ビジネスレベルの日本語能力
- 不動産管理ソフトの経験があれば尚可
- 日本の不動産法に関する知識があれば尚可

Company Description