



★人事事務スタッフ/HR Staff★

★専門性を極める★

Job Information

Hiring Company

[Intersoft K.K.](#)

Job ID

1607362

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

3 million yen ~ 5 million yen

Refreshed

August 27th, 2026 11:00

General Requirements

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

【仕事内容】

当社は、クラウドソリューション、ITインフラサービス、ソフトウェア開発など、幅広いITサービスを提供する会社です。

今回募集するポジションでは、社内の人事・労務に関する事務業務全般を担当していただきます。

具体的には、勤怠管理、給与計算のサポート、社会保険・労働保険関連の手続き、入社・退社に伴う事務手続き、雇用契約書の管理、従業員情報の管理、休暇管理など、幅広い人事事務業務をお任せします。

人事事務の経験を活かしてさらにキャリアを伸ばしたい方はもちろん、人事・労務事務の仕事に興味があり、これから専門性を身につけていきたい方も歓迎します。経験やスキルに応じて業務をお任せし、必要に応じてサポート・研修を行います。

【主な業務内容】

人事・労務事務

- ・従業員の勤怠データの確認・管理
- ・従業員の休暇・休日管理
- ・月次給与計算のサポート
- ・社会保険・労働保険に関する手続きのサポート
- ・入社・退社に伴う各種事務手続き
- ・雇用契約書および人事関連書類の作成・管理
- ・従業員情報・人事データの管理・更新
- ・有給休暇・休職等に関する事務手続き
- ・福利厚生制度の運用・管理サポート
- ・社内の人事・労務関連制度や規程の運用サポート
- ・従業員からの人事・労務関連の問い合わせ対応
- ・人事・労務管理システムへのデータ入力・管理
- ・各種人事関連資料・レポートの作成
- ・人事関連書類・従業員情報の正確な管理
- ・その他、人事・労務事務に関する業務全般

Job Description

We are an IT solutions company providing a wide range of services, including cloud solutions, IT infrastructure services, managed services, and software development.

We are seeking an **HR & Labor Administration Staff** member to support the day-to-day operations of our Human Resources department. In this role, you will be responsible for a broad range of HR and labor administration tasks, ensuring accurate and efficient HR operations.

Your responsibilities will include attendance and leave management, payroll support, social insurance and labor insurance administration, onboarding and offboarding procedures, employment contract management, employee records maintenance, and other HR administrative functions.

This position is ideal for candidates with prior HR administration experience who are looking to further develop their careers. We also welcome individuals who are interested in building a career in HR and labor administration. Responsibilities will be assigned based on your experience and skills, and training and support will be provided as needed.

Key Responsibilities

HR & Labor Administration

- ・ Monitor and manage employee attendance and working hours.
- ・ Administer employee leave, holidays, and paid leave records.
- ・ Support monthly payroll processing.
- ・ Assist with social insurance and labor insurance procedures.
- ・ Handle administrative processes related to employee onboarding and offboarding.
- ・ Prepare, maintain, and manage employment contracts and HR-related documentation.
- ・ Maintain and update employee records and HR databases.
- ・ Process administrative procedures related to paid leave, leave of absence, and other employee benefits.
- ・ Support the administration of employee welfare and benefits programs.
- ・ Assist in the implementation and operation of HR and labor policies, procedures, and regulations.
- ・ Respond to employee inquiries regarding HR and labor-related matters.
- ・ Enter and maintain data in HR management systems.
- ・ Prepare HR reports, documents, and other administrative materials.
- ・ Ensure the accuracy, confidentiality, and proper maintenance of employee records and HR documentation.
- ・ Perform other HR and labor administration duties as assigned.

Required Skills

【応募資格】

- ・ 実務経験：0～2年程度
- ・ 新卒・第二新卒歓迎
- ・ 若手歓迎
- ・ 日本語：ネイティブレベル
- ・ 学歴：短大・専門学校卒以上歓迎
- ・ 日本での就労資格をお持ちの方

【必須スキル・経験】

- ・ Microsoft Excel、Word、PowerPointなどの基本的なPCスキル
- ・ 基本的なビジネスマナー・コミュニケーション能力
- ・ 正確かつ丁寧に事務作業を遂行できる方
- ・ Excelを使用したデータ入力・管理の基本的なスキル
- ・ 人事・労務事務に興味があり、専門知識を身につけたい方
- ・ 新しい知識やスキルを積極的に学ぶ意欲のある方
- ・ 従業員の個人情報など、機密性の高い情報を適切に取り扱える方

【歓迎する経験・スキル】

- ・ 人事・労務事務の実務経験（2～3年程度）
- ・ 勤怠管理・給与計算に関する業務経験

- 社会保険・労働保険関連の手続き経験
- 入社・退社に伴う各種手続きの経験
- 雇用契約書・人事関連書類の作成・管理経験
- 人事・労務管理システムの使用経験
- 一般事務・バックオフィス業務の経験
- 人事・労務関連資格をお持ちの方

【こんな方を歓迎します】

- 新卒の方
- 第二新卒の方
- 人事事務のキャリアをこれから築いていきたい若手の方
- 人事事務の経験を活かして、さらに専門性を高めたい方
- 人事・労務事務の経験が2～3年程度ある方
- 人事・労務分野で専門知識を身につけたい方
- 細かい作業を正確に進めることが得意な方
- 責任感を持って業務に取り組める方
- 周囲と円滑にコミュニケーションを取りながら仕事を進められる方
- 新しいことを積極的に学び、成長する意欲のある方
- 人事・労務事務として長期的なキャリアを築きたい方

Qualifications

- 0–2 years of professional work experience.
- Recent graduates and second-career (entry-level) candidates are welcome.
- Early-career professionals are encouraged to apply.
- Native-level Japanese proficiency.
- Associate degree, vocational school diploma, or higher preferred.
- Valid authorization to work in Japan.

Required Skills & Experience

- Basic proficiency in Microsoft Office applications, including **Excel, Word, and PowerPoint**.
- Good business etiquette and communication skills.
- Ability to perform administrative tasks accurately and with attention to detail.
- Basic experience with data entry and data management using Microsoft Excel.
- Strong interest in Human Resources and Labor Administration, with a willingness to develop professional expertise.
- Eagerness to learn new knowledge and acquire new skills.
- Ability to handle confidential information, including employee personal data, with professionalism and discretion.

Preferred Skills & Experience

- 2–3 years of experience in HR and Labor Administration.
- Experience supporting attendance management and payroll processing.
- Experience with social insurance and labor insurance administration.
- Experience handling employee onboarding and offboarding procedures.
- Experience preparing and managing employment contracts and HR-related documentation.
- Experience using HR or Human Resource Management (HRM/HRIS) systems.
- Experience in general administration or back-office operations.
- HR- or labor-related certifications are an advantage.

Ideal Candidate

We are looking for candidates who are:

- Recent graduates or second-career (entry-level) professionals.
- Interested in building a long-term career in Human Resources and Labor Administration.
- Looking to leverage existing HR administrative experience while expanding their professional expertise.
- Possessing approximately 2–3 years of HR or labor administration experience (preferred but not required).
- Motivated to develop specialized knowledge in the HR and labor field.
- Detail-oriented and able to perform administrative tasks accurately.
- Responsible, reliable, and able to manage work independently.
- Strong communicators who work effectively with colleagues and stakeholders.
- Proactive learners with a positive attitude toward continuous professional development.
- Interested in building a long-term career in HR and Labor Administration within a growing organization.

Company Description