



Human Resources Assistant

¥280K–¥400K/month | No Experience Needed

Job Information

Hiring Company

Mediabound K.K

Job ID

1611250

Industry

Tourism

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Kyoto Prefecture

Salary

3 million yen ~ 5 million yen

Work Hours

In accordance with company regulations

Holidays

In accordance with company regulations

Refreshed

September 15th, 2026 01:00

General Requirements

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Responsibilities include handling applicant inquiries, scheduling interviews, managing onboarding and offboarding procedures, and maintaining HR data
- A rewarding opportunity to start an HR career with no prior experience and get involved in recruitment and team building
- An environment where you can utilize your English skills and grow while interacting with people at a rapidly growing startup
- Monthly salary of 280,000 to 400,000 yen; work as a full-time employee at our global office in Kyoto

【Job Responsibilities】

“Like talking to people? Turn it into your career.”

Mediabound is actively hiring a Human Resources Assistant for our Kyoto office.

No experience required. We're looking for attitude, not just background.

< What You'll Do >

- Message candidates on recruiting platforms
- Schedule and coordinate interviews
- Support onboarding and offboarding
- Maintain HR data and records
- Assist with general HR operations

< Why This Role >

- Start a career in HR with no prior experience
- Work in a global, English-speaking environment
- Be part of a fast-growing startup
- Gain real experience in recruiting and people operations

【Employment Type】

Permanent employee

【Salary】

¥280,000 – ¥400,000 / month

*based on experience & performance

【Working Hours】

In accordance with company regulations

【Work Location】

Kyoto Office

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

Required Skills

This isn't just admin work.

You help build the team that builds the company.

【Requirements】

- Professional English
- Professional Japanese

【Ideal Candidate】

Who This Is For:

- People who enjoy communication
- Those interested in HR or recruiting
- Anyone wanting a global work environment
- Candidates looking for fast growth

Company Description