HR & Recruitment Assistant | Global Startup | Kyoto

¥3–5M | 2-Month Trial⇨Permanent（正社員登用実績あり）

Job Information

Hiring Company
Mediabound K.K

Job ID
1611250

Industry
Tourism

Company Type
Small/Medium Company (300 employees or less)

Job Type
Contract

Location
Kyoto Prefecture

Salary
3 million yen ~ 5 million yen

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

Refreshed
November 24th, 2026 02:00

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】

Fixed-term contract (Full-time), with the possibility of conversion to permanent employment.

- Initial contract period: 2 months
- Contract renewal may be offered based on performance, attendance, suitability, and business needs.
- Permanent employee conversion is subject to an evaluation and interview during the contract period.
- Permanent employment is not guaranteed.

【Salary】
¥280,000 – ¥400,000 / month
*based on experience & performance

【Working Hours】

Flextime system (one-month settlement period)

- Core hours: 9:00–15:00
- Flexible hours: 5:00–22:00
- Standard break: 12:00–13:00

Depending on operational requirements, employees may be required to follow assigned shifts or working hours at specific locations.

【Holidays & Leave】

- 105 annual holidays
- Saturdays, Sundays, and other company-designated days
- Annual paid leave in accordance with Japanese law
- Maternity, childcare, and family-care leave in accordance with Japanese law

【Work Location】
Kyoto Office

【Benefits & Welfare】

- Social Insurance
- Employment Insurance
- Workers' Compensation Insurance
- Transportation expenses fully covered
- Significant career advancement opportunities

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