



HR & Labor Administration 人事・労務事務

人事の経験を活かしながら、英語も身につけられるグローバルな環境

Job Information

Hiring Company

InterSoft K.K.

Job ID

1615734

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

3 million yen ~ 5 million yen

Refreshed

October 8th, 2026 00:00

General Requirements

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

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

We are looking for an **HR & Labor Administration Staff** member to support the day-to-day HR and labor administration operations of our company.

The position will involve a wide range of HR administrative tasks, including attendance and leave management, payroll support, social insurance procedures, onboarding and offboarding, employment contract administration, employee data management, and benefits administration.

As we work with employees from various nationalities and have an internationally oriented working environment, there will also be opportunities to use **English for communication with foreign employees and overseas colleagues**. English experience is welcome, but advanced English skills are not required. The ability and willingness to communicate in English and improve over time are valued.

This position is suitable for candidates who have experience in HR administration as well as those who are interested in starting or developing a career in Human Resources. Responsibilities will be assigned according to your experience and skills, with training and support provided as needed.

Key Responsibilities / 主な業務内容

HR & Labor Administration / 人事・労務事務

- Monitor and manage employee attendance and working hours.
従業員の勤怠データの確認・管理
- Manage employee leave, holidays, and paid leave records.
休暇・休日・有給休暇の管理
- Support monthly payroll processing.
月次給与計算のサポート
- Assist with social insurance and labor insurance procedures.
社会保険・労働保険関連の手続きサポート
- Handle administrative procedures related to employee onboarding and offboarding.
入社・退社に伴う各種事務手続き
- Prepare and manage employment contracts and HR-related documents.
雇用契約書および人事関連書類の作成・管理
- Maintain and update employee records and HR databases.
従業員情報・人事データの管理・更新
- Handle administrative procedures related to paid leave and leave of absence.
有給休暇・休職等に関する事務手続き
- Support the administration of employee benefits and welfare programs.
福利厚生制度の運用・管理サポート
- Support the implementation and operation of HR policies and internal procedures.
人事・労務関連制度や社内規程の運用サポート
- Respond to employee inquiries regarding HR and labor-related matters.
従業員からの人事・労務関連の問い合わせ対応
- Enter and maintain information in HR management systems.
人事・労務管理システムへのデータ入力・管理
- Prepare HR-related documents, reports, and other administrative materials.
人事関連資料・レポートの作成

English Communication / 英語を使った業務

- Communicate with foreign employees regarding HR and administrative matters.
- Communicate with overseas colleagues and offices when necessary.
- Handle simple HR-related communication and documentation in English.
- Assist with HR-related communication for employees from different countries and backgrounds.

※ 英語は必須ではありませんが、外国籍社員や海外拠点とのやり取りで英語を使用する機会があります。英語を使った仕事に興味がある方、これから英語力を伸ばしたい方も歓迎します。

Required Skills

Qualifications / 応募資格

Required Qualifications / 必須条件

- 0–2 years of professional experience in HR, administration, or a related field.
- Recent graduates and second-career / entry-level candidates are welcome.
- Native-level Japanese proficiency.
- Valid authorization to work in Japan.
- Basic proficiency in Microsoft Office, including Excel, Word, and PowerPoint.
- Basic Excel skills for data entry and data management.
- Good communication and interpersonal skills.
- Ability to perform administrative tasks accurately and carefully.
- Ability to handle confidential employee information appropriately.
- Strong interest in Human Resources and willingness to learn.

必須条件

- 人事・労務・総務・一般事務などの実務経験 0～2年程度
- 新卒・第二新卒・未経験に近い方も歓迎
- 日本語：ネイティブレベル
- 日本での就労資格をお持ちの方
- Excel、Word、PowerPointなどの基本的なPCスキル
- Excelを使用した基本的なデータ入力・管理スキル
- 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進められる方
- 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
- 人事・労務の仕事に興味があり、専門知識を身につける意欲のある方

Preferred Qualifications / 歓迎条件

- 2–3 years of experience in HR or labor administration.
- Experience with attendance management or payroll support.
- Experience with social insurance or labor insurance procedures.
- Experience with employee onboarding and offboarding.
- Experience preparing and managing employment contracts.
- Experience using HRIS or HR management systems.

- Experience in general administration or back-office operations.
- Experience working with foreign employees or in a multicultural environment.
- Basic to business-level English communication skills.
- Experience using English in email or workplace communication.
- HR- or labor-related certifications are an advantage.

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
- 外国籍社員のサポート経験
- 多国籍な環境での就業経験
- 英語を使ったメール・チャット・コミュニケーション経験
- 英語での簡単な会話ができる方
- 人事・労務関連資格をお持ちの方

Ideal Candidate / こんな方を歓迎します

- 人事・労務のキャリアをこれから築いていきたい方
- 新卒・第二新卒など、若手の方
- 人事・労務事務の経験を活かして、さらに専門性を高めたい方
- 英語を使う仕事に興味がある方
- 英語力を仕事で少しずつ伸ばしていきたい方
- 外国籍社員とのコミュニケーションに抵抗がない方
- 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
- 新しい知識や業務を積極的に学ぶ意欲のある方
- 長期的に人事・労務分野でキャリアを築きたい方

Company Description