

HR Office Administrator

エイプリィ・デニソン・ジャパン株式会社での募集です。 給与・社会保険のご経験の...

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
エイプリィ・デニソン・ジャパン株式会社

Job ID
1620503

Industry
Chemical, Raw Materials

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ Negotiable, based on experience

Work Hours
09:00 ~ 17:00

Holidays
【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 【有給休暇】夏季、…

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General Requirements

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2408143】
【About the role】

We are seeking a proactive Human Resources Office Administrator to lead our Japan based operations including payroll labor relations and site management. Acting as a primary local contact the successful candidate will partner with Regional HR Shared Services and management to maintain operational excellence and ensure full adherence to local regulatory

requirements.

【Key Responsibilities】
・Direct the comprehensive monthly payroll cycle year end tax reconciliations（Nenmatsu Chosei）and statutory filings in coordination with external consultants.
・Execute daily tasks related to Social（Shakai Hoken）and Labor（Roudou Hoken）insurance maintaining strict alignment with the Japan Labor Standards Act.
・Supervise employee attendance leave documentation and the administration of local labor statutes such as the Article 36 Agreement.
・Serve as the primary representative to social security attorneys（Sharoshi）health associations and governmental bodies.
・Facilitate onboarding and offboarding including contract preparation equipment provisioning and system credentials for the Japan workforce.
・Oversee office environment facility maintenance procurement of supplies and local asset tracking.
・Manage correspondence physical archives and general administrative workflows for the Tokyo office.
・Deliver high level support for visiting leadership including scheduling and itinerary coordination.
・Organize local engagement activities corporate town halls and associated logistics.

Required Skills

・Possession of an Associate or Bachelor's degree.
・Minimum 3 years of direct HR experience in Japan encompassing payroll tax adjustments and insurance within an international or high growth business context.
・Comprehensive knowledge of Japanese Labor Laws and social security frameworks.
・Familiarity with HRIS platforms（Oracle etc.）and proficiency in Google Workspace and MS Office suites.
・Health Supervisor（衛生管理者）certification is highly desirable（successful candidates must commit to obtaining this post hire if not currently held）.
・Native Japanese fluency paired with Business English proficiency for effective collaboration with regional stakeholders and international talent teams.
・Meticulous attention to detail and an independent solution oriented approach to balancing compliance and administrative duties.

Company Description

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