



Expert of HRIS/HR Analyst

高級食品ブランドでの募集です。HRBPのご経験のある方は歓迎です。

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

高級食品ブランド

求人ID

1468786

業種

食品・飲料

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 750万円

勤務時間

09:30 ~ 17:45

休日・休暇

【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 年末年始 初年度は最大12日（有給の初...

更新日

2024年05月09日 13:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

【求人No NJB2194513】

Position Summary

In order to make HR a data driven organization this position is required to maintain data monitor HR KPIs on a regular basis identify issues and liaise them to actions. The position also includes evaluation of current HR operations and HR systems improvement of operational methods vendor management for modifications and project management for possible future replacements. We are looking for people who are interested in pursuing a career in HR regardless of HR experiences.

Principal Accountabilities

- Develop and maintain HR related data and report regularly monthly quarterly and annually
 - Understand our business identify key HR KPIs and regularly monitor them to achieve business goals
 - Identify business and HR issues based on trends and outliers and collaborate with other HR member to liaise to actions
 - Analyze HR members' business processes and advise on improvements in terms of data
 - Development/maintenance methods productivity security and governance.
 - Improvement of HR related systems vendor management for modifications and project management for possible future replacements.
 - Always improve the processes in all operations bring something new and contribute to the team
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スキル・資格

· Strong empathy about mission vision and values and caring mind for people. · Respect entrepreneurship resilience growth mindset and learning agility. · 5 years of HRIS or equivalent experience s including system vendor management and lead of modifications and replacements or 5 years of experience s as an analyst with strong patience for data maintenance and precise analysis · Power Query Power BI and advanced Excel. Somehow feeling excited when asked about favorite · Excel functions and favorite ways to combine them · Strong learning agility and a willingness to learn about HR areas such as payroll labor laws and regulations and HR management · Strategic thinking by having in qualitative and quantitative information and fact finding skills · Must be strong with numbers. Knowledge of statistics is a plus · Sensitive to waste in processes and able to pursue the shortest path · Project management skill

会社説明

ご紹介時にご案内いたします