

**【急募】給与計算・労務関連 Human Resources Staff/事務職員****募集職種****採用企業名**

学校法人ユナイテッド・ワールド・カレッジISAKジャパン

**支社・支店**

学校法人ユナイテッド・ワールド・カレッジISAKジャパン

**求人ID**

1489979

**部署名**

Human Resources

**業種**

教育・学校

**会社の種類**

中小企業 (従業員300名以下)

**外国人の割合**

外国人 多数

**雇用形態**

契約

**勤務地**

長野県, 北佐久郡軽井沢町

**最寄駅**

しなの鉄道線駅

**給与**

300万円 ~ 350万円

**休日・休暇**

土日祝日に加えて、春夏秋冬の学校休暇が取得できます。

**更新日**

2024年11月01日 11:00

**応募必要条件****職務経験**

3年以上

**キャリアレベル**

中途経験者レベル

**英語レベル**

ビジネス会話レベル (英語使用比率: 75%程度)

**日本語レベル**

ネイティブ

**最終学歴**

短大卒：準学士号

**現在のビザ**

日本での就労許可が必要です

**募集要項****Role Summary**

**Note Summary**

People form the heart and soul of our school, and UWC ISAK Japan is looking for an experienced and energetic team member of Human Resources who is excited to work in a forward-looking environment and take the lead to keep safe and healthy the School's HR Operation in Karuizawa.

Working under the direction of the Head of HR, this position will be responsible for the administration of all areas of human resources for the School. The position requires a highly organized and detail-oriented individual with excellent interpersonal skills and a high degree of confidentiality and discretion.

The ideal candidate will have the right attitude, a sense of energy and the confidence and capability to take care of the details of HR day-to-day work and support implementing HR initiatives and improving HR operations to bring out the best in all employees.

**Key Relationships**

This position will work closely with the HR Team and Accounting Team. Work with the entire community such as Staff and Faculty based on the day-to-day topic.

**Reports to and supervised by:** Head of HR

**Estimated Start Date:**

As soon as possible. One-year contract open to renewal.

**Schedule/Hours**

This is a full-time, year-round position at the UWC ISAK Japan campus in Karuizawa, Japan. Evening and weekend work should be expected, especially during peak season.

\*UWC ISAK Japan is located on the outskirts of Karuizawa, in a quiet residential community. Due to the school's location, employees must have a driving license.

**Salary and Benefits**

Salary will be determined based on experience. Estimated range: 3.1 - 3.2 million JPY (before taxes/withholding). Detailed benefits as below:

- Enrollment in the Shigaku Kyosai (private school) health insurance and pension scheme
- Generous school holiday/paid time off package.
- Free lunch in the school cafeteria on weekdays during the school year (taxable benefit)
- Professional development allowance
- Moving fee allowance
- Settlement allowance
- Commuting allowance

**Main Areas of Responsibility:****1. Employee Operations**

- Working with the Accounting team, ensure that accurate payroll (including year-end adjustment) information is provided to the outsourced provider in a timely manner.
- Run Onboarding and Offboarding processes smoothly and pass information to the outsourced provider and Labor Law Office in a timely manner.
- Ensure that all HR operations (payroll, insurance claims, government-mandated reports, etc.) are completed in line with government regulations and school policy.
- Contact ShigakuKyosai (health Insurance) and Labor Law Office when it's required
- Issue HR related documents based on the request
- Report to Labor Law Office based on the Labor Law updates
- Review and update all HR policies and procedures on a regular basis.
- Ensure that the School's HR policies are clearly communicated to all employees

## 2. Employee Recruitment & support

- Post job opportunity, contracts and other documents.
- Ensure that contracts, contract amendment letters, agreements and other key documents are accurate and comprehensive.
- Find the off campus faculty's housing and set up utilities etc. (working closely with Facilities team)
- Support faculty and their families with onboarding and offboarding to ISAK, and communicate with the external community on their behalf when necessary.

## 3. Other

- Provide the data of HR related numbers when necessary
- Prepare working visa for employees from foreign countries
- Deal with other HR related issues

### How To Apply:

Please submit the following documents. Successful candidates will be contacted for an interview.

- Cover Letter
- CV in Japanese and English

Note: Successful candidates will need to complete a criminal background check (arranged and paid for by the school) before the final employment contract is issued.

## スキル・資格

### Required Academic and Professional Experience

- Undergraduate degree
- Minimum 3 years of experience in Human Resources related projects and administration experiences, including experience contacting Local Labor Law Office etc. Experience working in a school environment is preferred.
- Familiarity with Japanese labor laws and procedures preferred
- Detail oriented and persistence
- Working knowledge of human resource principles, Japanese procedures and practices.
- Business-level English is a must. Bilingual abilities preferred (Japanese and English)
- Technological proficiency (ability to use spreadsheets, PowerPoint, etc.)
- Strong written, verbal and organizational skills, with an emphasis on confidentiality, tact and diplomacy
- Due to the location of our school, a Japanese or international driver's license is a must

### Personality/Successful Traits

- Commitment to being a team player and a contributing member of UWC ISAK Japan
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- Positive attitude and enthusiastic about creating and contributing to a young school
- Ability to develop initiatives that take into account both the School's long-term objectives and immediate needs
- Ability to work in a multicultural environment with people from around the world
- Ability to work well with people at all levels of the organization
- Interest in taking on new challenges and exploring new possibilities, rather than simply continue with what is already being done
- Ability to effectively deal with multiple priorities, functions and activities

- Flexibility: Ability to adjust projects and priorities as needed
- Ability to identify needs and take action to address them
- Well-developed business ethics and the ability to maintain a high level of discretion
- Self aware and motivated; engaged in continuous reflection and improvement
- Enthusiastic to attend school events and contribute to the community outside the HR role

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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会社説明