



PR/117940 | HR Specialist

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1538385

業種

その他（メーカー）

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:19

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

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Looking for a dynamic opportunity to grow and make an impact? Now, our client is looking for a HR specialist to join their team in Paris.

Location: Paris

Salary: Competitive salary + Bonus

Job Responsibilities:

- Manage all payroll elements and ensure the correctness with payroll service supplier (Fixed Salary, Bonus, Overtime, Absences, Allowances, etc)
- Operate and supervise all general HR operations excluding Recruitment, On-boarding and Off-boarding, HR Database

inputs, Medical Insurance, Contract related, Absence Management, Medical-check arrangement, etc.)

- Comply with French regulations which relates with HR, such as Labour Law, Income Tax & Social Security regulations etc. by consulting with partner law firm

Requirements:

- more than 7 years' experience in HR field
- Strong with figures and calculation (sum, multiplication/division, average, percentage, growth rate, etc) to ensure accuracy
- Native level speaker of French (including reading & writing), and fluent business communication in English
- Advanced skill of Microsoft Office Excel
- Full rights to live and work in France

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK

会社説明