

「プロだからわかる、あなたのスキルが活躍の場所」
60以上の業界・職種に特化した専門チームがサポート

Robert—
Walters

【英語を活かす】アナリスト - 人事オペレーション/ Analyst - HR Operations

投資顧問会社にて、アナリスト - 人事オペレーションの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

投資顧問会社

求人ID

1539416

業種

投資銀行

雇用形態

正社員

勤務地

東京都 23区

給与

1000万円

勤務時間

お問い合わせください

休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

更新日

2025年05月14日 10:13

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

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

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

A renowned international investment management firm is looking for an Analyst - EU/APAC HR Operations. The selected candidate will manage HR support, process management, benefits administration, and provide peer support across regions.

A large international investment management firm, this company has wide operations and a global workforce of thousands.

Keywords:

人事, HRオペレーション, データ分析, 従業員管理, 採用, 給与, 求人, 外資系

Job Ref: 8ANO0K

Responsibilities:

- Manage multiple in-take channels and serve as point of contact for HR-related questions
- Act as a subject matter expert on HR policies, processes, and tools
- Provide consultation to HR teams to ensure system accuracy and alignment
- Manage end-to-end processes for associates' movements from offer to termination
- Administer benefits and absences according to local regulations and share accurate data with payroll
- Assist with onboarding, mentoring, and training HR Operations associates

Requirements:

- Ability to understand clients, operations, capabilities, strategy, and goals
- Background in applying HR functional concepts into practice with guidance
- Prior background in identifying and troubleshooting potential obstacles during project
- Knowledge of CG products and business processes

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.