

「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】ジュニアHRBP/ Jr. HRBP

免税ショッピング会社にて、ジュニアHRBP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

免税ショッピング会社

求人ID

1542074

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 600万円

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21日 15:06

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

流暢

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 global tax-free shopping solutions company is seeking a Jr. HR Business Partner. The selected candidate will manage HR functions, including recruitment, payroll, compliance, and office management responsibilities.

A global leader in tax-free shopping solutions, this company provides seamless refund and payment services that enhance the international shopping experience. With advanced digital solutions and a strong retail network, it helps merchants drive sales while offering travellers a hassle-free way to save on purchases.

Keywords:

人事ビジネスパートナー、採用、給与処理、労務コンプライアンス、オフィスマネジメント、人事システム、ベンダー管理、求人、外資系

Job Ref: VPTVD6

Responsibilities:

- Act as the primary HR contact for Legal, Finance, and Office Management teams, providing guidance on HR and office matters
- Oversee the full employee lifecycle, from recruitment and onboarding to offboarding
- Manage payroll processing, ensuring accuracy and compliance with legal requirements
- Serve as the main point of contact for office management, overseeing office operations and vendor coordination
- Collaborate on HR projects and support the implementation of HR strategies
- Provide backup support to the HRBP and ensure HR service continuity

Requirements:

- Bachelor's degree or above in Human Resources, Business Administration, or related field
- More than 2 years of experience as an HR Business Partner or similar HR role
- Experience in HR processes, including recruitment, onboarding, payroll, and compliance
- Strong understanding of office management, including facilities coordination and vendor management
- Familiarity with HRIS systems and payroll platforms
- Knowledge of employment law and regulatory compliance
- Fluent level written and verbal English; professional level Japanese

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.