



人事スタッフ／HR & Admin Officer | 1869年に成立した英国発のインターナショナルスクール日本校

国際的なカルチャー | 人事アドミン全般に携わる仕事 | 残業少なめで女性に優しい環境

募集職種

採用企業名

マルバーンカレッジ東京

求人ID

1553510

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) - 外資系企業

雇用形態

正社員

勤務地

その他東京, 小平市

給与

400万円 ~ 500万円

ボーナス

給与: ボーナス込み

勤務時間

8:30~17:15 (うち休憩 1 時間)

休日・休暇

週休2日 (原則土日)、年末年始休暇、有給休暇

更新日

2025年08月06日 00:00

応募必要条件

職務経験

1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: 50%程度)

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

Division/School: Malvern College Tokyo
Service location: Kodaira City, Tokyo
Reporting line: HR Manager
Effective date: Immediate

Job Purpose

A Human Resources Officer assists the HR Manager with recruitment, payroll management and other human relations duties, including the development and implementation of HR initiatives and systems.

Main Duties and Responsibilities

Recruitment

- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding plan • Handle coordination and monitoring of visas for expatriate employees

Staff Management

- Assist with day-to-day HR functions and duties
- Maintain employee records according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Look after the health, safety and welfare of all employees
- Assist in developing training and development programs with relevant teams

Payroll

- Maintain and process company's monthly payroll
- Collect and manage monthly timesheets
- Assist in payroll preparation by providing relevant data
- Answer staff questions about wages, deductions, attendance, and time records
- Receive and coordinate requests for leave and other absences
- Distribute payment statements
- Manage on payroll expenses
- Ensure wages and tax withholdings comply with regulations

Other

- Process documentation and prepare reports relating to personnel activities
- Deal with employee requests regarding human resources issues, rules, and regulations
- Support the development and implementation of HR initiatives and systems
- Communicate with public services as needed

Key Relationships

Internal: Faculty, Office staff, Leadership Team

External: Visitors, Vendors

※ この職務は、日々学生、保護者、教職員と密接に連携して行うため、リモートワークのオプションはありません。小平キャンパスで勤務する必要があります。

※ Because this role works closely with students, parents, and faculty members on a day-to-day basis, there is no remote work options available. you will be required to work from our Kodaira Campus

スキル・資格

- Bachelor's Degree
- 1~3 years' work experience in human resources.
- An understanding of labour laws, rules, regulations and best practices
- Ability to showcase strategic thinking and tackle problems from different angles
- Ability to work with various kinds of school data, including the skill to learn new systems and how the various parts of a system relate to the whole school
- Strong computer literacy (Microsoft Office)
- Good interpersonal and communication skills
- Ability to multi-task and balance ambiguity in a rapidly changing environment
- Ability to work productively with frequent interruptions
- Professional appearance to represent our organization
- Additional Requirements
- Any relevant training courses or credentials in Human Resources are a plus

会社説明