



【英語を活かす】人事スペシャリスト/HR Specialist

金融サービス会社にて、人事スペシャリスト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

金融サービス会社

求人ID

1554955

業種

その他（金融）

雇用形態

正社員

勤務地

神奈川県

給与

700万円 ~ 1100万円

勤務時間

お問い合わせください

更新日

2025年08月27日 01:00

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 financial services company is seeking an HR Specialist. The successful candidate will manage HR operations while driving process improvements.

Responsibilities:

- Execute HR processes in compliance, payroll, absence management, time tracking, benefits, and employee data management
- Deliver excellent service for employee-facing processes
- Develop expertise across HR operational areas and support continuous improvement initiatives
- Maintain HR operations knowledge database and prepare operational reports
- Monitor HR operational metrics to support decision-making
- Identify and recommend efficiency enhancements in HR processes

Requirements:

- Bachelor's degree or equivalent is ideal
- Understanding of business process improvement best practices
- Prior understanding of HR approaches, tools, and techniques

- Knowledge of gathering data for analysis and business processes
- Prior knowledge of customer service concepts and techniques
- Familiarity with various methods of collecting information

About the Company:

This financial services organisation prides itself on the high level of quality of its services and the support it provides to its customers.

Keywords:

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

Job Ref: G0YTCW

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.