



HR Operations Support - Global Company

募集職種

派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

求人ID

1559654

業種

その他（メディカル）

雇用形態

派遣

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年09月26日 18:22

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

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

Key Responsibilities:

Provide administrative support across HR operations (e.g., employee data management, HR system updates, documentation).

Assist with recruitment operations, onboarding, and offboarding processes.

Prepare HR-related reports, maintain employee records, and ensure compliance with internal policies.

Support payroll and benefits administration activities as needed.

Coordinate with internal stakeholders and respond to employee queries in a timely manner.

Contribute to process improvements and ensure high standards of accuracy and confidentiality.

Qualifications & Requirements:

Previous experience in HR operations or administrative support roles.

Familiarity with HR systems and MS Office applications.

Strong organizational skills and attention to detail.

Excellent communication and interpersonal skills.

Ability to manage multiple tasks and work effectively in a fast-paced environment.

会社説明