

MichaelPage

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## HR Operation

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1561696

## 部署名

HR

## 業種

インターネット・Webサービス

## 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

東京都 23区

## 給与

900万円 ~ 1100万円

## 歩合給

給与：歩合給込み

## 更新日

2025年10月15日 11:39

## 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

日常会話レベル

## 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

The HR Operation professional will play a key role in managing and optimizing human resources processes within the organization. This position requires a strong understanding of HR operations, systems, and compliance to support the technology and telecoms industry.

## Client Details

The hiring company is a small-sized organization operating within the technology and telecoms sector. They focus on providing innovative and cutting-edge solutions, fostering a professional and inclusive work environment.

### Description

- Manage daily HR operations to keep processes smooth and compliant.
- Keep employee records and HR systems accurate and up to date.
- Handle payroll and benefits to ensure everything is processed correctly and on time.

### Job Offer

Competitive salary range: JPY 8,100,000 - 11,000,000 per year (depending on experience)

Permanent position

Opportunity to work in the innovative technology and telecoms industry

Inclusive and supportive company culture

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

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### スキル・資格

At least 5 years of experience in HR operations, including payroll and administration.

Bilingual proficiency in Japanese and English.

Strong knowledge of Japanese labor laws and compliance requirements.

Proficiency in HR systems and tools.

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### 会社説明

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