



外資系国際法律事務所での人事スタッフ / HR Coordinator

英語力を活かします◎Good WLB

募集職種

人材紹介会社
ALBERTO株式会社求人ID
1564825業種
法律事務所会社の種類
中小企業 (従業員300名以下) - 外資系企業外国人の割合
外国人 半数雇用形態
正社員勤務地
東京都 23区給与
400万円 ~ 600万円ボーナス
固定給+ボーナス勤務時間
9:00-17:30休日・休暇
土日祝日、年末年始、有給休暇 他更新日
2026年01月05日 02:00

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

- Employee relations and Health Management

Employee relations and health management

- Provide general HR-related consultation, advice, for employees such as and procedural steps for joining, taking leave of absence, and leaving the firm
- Takes the lead in the coordination of employee health management. Annual health check-up process, annual stress check process for staff, coordinates with the firm's medical advisor and takes the lead in arranging and conducting task for the monthly safety and health program (eisei-iinkai). Also provides general health care related information to Tokyo staff
- Attends trainings to remain current on technology relevant to employee labor and health management, and actively communicates with team members to ensure up-to-date information is shared among the team
- Employee on and off boarding
- Operate smooth on and off boarding process, include orientation or exit interviews
- Staff Payroll
- Manage monthly payroll and social insurance process with other HR team members
- Staff Recruiting
- Take part in the entire recruitment process

詳しい詳細につきましては、面談にてご説明させていただいております。

少しでもご興味ございましたら、こちらに応募いただくか、下記までご連絡くださいませ。

ai@alberto-recruitment.com, 080-4462-7881 (担当：綿引)

スキル・資格

- Bachelor's degree in business administration, human resources or a relevant field
- 3+ years of proven experience in a similar role
- Good understanding of the full recruitment process
- Business level English and fluency in Japanese
- Proficient in MS Office; Working knowledge of relevant software

会社説明