



HR & Admin Senior / 人事・総務シニア担当

Hong Kong-listed global firm/Flex-time

募集職種

採用企業名

ピコ・インターナショナル株式会社

求人ID

1565849

業種

その他（広告・PR・メディア）

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

800万円 ~ 900万円

勤務時間

9:00-18:00 (Full flextime, no core hours)

休日・休暇

Weekends, national holidays, paid leave, year-end & New Year

更新日

2025年12月17日 22:00

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

ビジネス会話レベル

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

《Job Description & Position Highlights》

- Responsible for all HR and general affairs operations at the Japanese subsidiary, broadly handling recruitment, labor relations, and general affairs management
- Contribute to organizational operations at the Japanese base of a global company while utilizing your English skills
- Opportunity to handle a wide range of HR/general affairs responsibilities and grow toward future managerial roles

- Flexible and supportive work environment with benefits like full flex hours without core hours and commuting expense reimbursement

【Job Responsibilities】

Pico Group is a Hong Kong-listed global organization with offices in 36 cities worldwide.

Pico Japan supports multinational and domestic clients, and our HR & Administration function ensures a compliant, efficient and employee-focused workplace.

<Purpose of the Position>

Responsible for HR and office administration functions of Pico Japan. This role handles HR operations, labor management, recruitment coordination, office administration, vendor control, contracts, onboarding/offboarding, payroll support and compliance.

- Recruitment coordination (job posting, agency liaising, interview scheduling)
- Onboarding & offboarding process
- HR administration, employment contracts, personnel records
- Attendance & leave management (system-based)
- Payroll support with external payroll vendor
- Social insurance procedures
- Work rules, policies and compliance support
- Office administration: vendors, supplies, facility, invoices
- Visa support and coordination with immigration agents
- Corporate registry support, contracts and filing
- Employee engagement & communication
- Assist GM on HR/Admin projects

<Report to>

General Manager

<Career Path>

Growth to HR & Admin Manager

【Employment Type】

Full-time

【Salary】

JPY 8,000,000–9,000,000

*Bonus: company scheme, historically ~2 months (near fixed but not guaranteed)

【Working Hours】

9:00–18:00 (Full flextime, no core hours)

【Work Location】

Nihonbashi, Tokyo (onsite)

*Telework system exists, but this position is office-based

【Holidays & Leave】

- Weekends, national holidays
- paid leave
- year-end & New Year holidays

【Benefits & Welfare】

- Transportation allowance
- Social insurance coverage

スキル・資格**【Requirements】**

- 3–5+ years HR/Admin experience in Japan
- Knowledge of Japanese labor law basics
- Business-level English & native/business Japanese
- Experience with payroll vendors and social insurance
- Organized, detail-oriented, confidential handling
- Vendor coordination and contract administration
- Proactive, able to work independently

会社説明