

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11月19日 14:24

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