

## 【英語を活かす】暫定人事マネージャー/ Interim HR Manager

グローバルビジネスサービス企業にて、暫定人事マネージャーの求人がございます。

### 募集職種

#### 人材紹介会社

ロバート・ウォルターズ (Robert Walters)

#### 採用企業名

グローバルビジネスサービス企業

#### 求人ID

1566437

#### 業種

その他（コンサルティング・土業）

#### 雇用形態

派遣

#### 勤務地

東京都 23区

#### 給与

時給制

#### 勤務時間

お問い合わせください

#### 休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

#### 更新日

2025年12月23日 00:00

### 応募必要条件

#### 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

流暢

#### 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

A global business services company is seeking an Interim HR Manager. The selected candidate will oversee end-to-end HR operations, compliance, and employee lifecycle management. This is a contract role.

#### About the Company:

Renowned worldwide for delivering premium concierge and loyalty solutions, this global leader empowers organisations with high-touch services designed to elevate customer experience. Backed by expert teams, innovative technology, and a people-first culture, it offers professionals a dynamic environment to grow, contribute, and make a real impact.

#### Keywords:

人事管理, 採用活動, 給与計算, 労務コンプライアンス, 人材育成, 求人, 外資系

Job Ref: CY2BF6

**Responsibilities:**

- Support recruitment initiatives and collaborate on employer branding to attract qualified candidates
- Assist in developing job descriptions and mapping competencies for open roles
- Manage onboarding and offboarding processes while maintaining accurate employment records and compliance
- Oversee monthly payroll, statutory reporting, and management of employee benefits
- Support employee retention strategies, provide counselling, and facilitate performance improvement plans
- Maintain HR systems, ensure data confidentiality, and prepare staffing metrics and dashboards
- Facilitate performance management cycles and collaborate on identifying training needs
- Ensure managers are properly trained on HR policies and procedures

**Requirements:**

- Bachelor's degree or equivalent relevant experience
- More than 8 years of experience in Human Resources
- Fluent level Japanese; business level English

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**会社説明**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.