



Associate HR Operations Specialist

募集職種

採用企業名

カーギルジャパン合同会社

求人ID

1569540

業種

食品・飲料

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2026年03月16日 03:00

応募必要条件

職務経験

1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

Job Purpose and Impact

- The Associate Professional, General HR Operations job handles basic human resources services spanning data administration, position management, learning administration, performance monitoring, time and attendance, benefits and other transactions to ensure the successful operations of the organization's human resources administrative services. Under close supervision, this job addresses questions for employees and managers and performs human resources services administration activities including benefits, new hire and termination process administration.

Key Accountabilities

- EMPLOYEE SUPPORT: Provides support to employees and managers by addressing basic and routine questions, inquiries, and transactions on employee benefits programs, time and attendance and human resources policies, including disability, health and life benefits, paid time off, and retirement plans.
- HR RESEARCH: Drafts internal and external research to maintain knowledge of industry and market trends, assesses the organization's human resources processes and standards and performance metrics, and identifies impacts to the organization's human resources administrative services, processes and standards.
- COMPLIANCE SUPPORT: Assists with monitoring employee related legislation compliance, implementing processes to ensure consistency and compliance and supporting the development of guidelines and procedures to ensure

- compliance with regulations.
- **QUALITY ASSURANCE & CONTINUOUS IMPROVEMENT:** Participates in projects related to process optimization and standardization, including implementing accountability measures and processes to ensure compliance, analyzing human resources administrative services performance metrics, and identifying areas of opportunity to enhance services.
 - **HR SERVICES ADMINISTRATION:** Supports the maintenance and reconciliation of employee related data and benefits records, in addition to the verification and administration of other human resources records, ensuring exceptions and errors are resolved in a timely manner.
 - **PROCESS IMPLEMENTATION:** Implements new hire, termination, and other employee lifecycle related processes and identifies potential challenges.
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スキル・資格

Qualifications

- No minimum years of relevant experience required. Typically reflects 2 years or more of relevant experience.
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会社説明