



HR and Payroll Specialist

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

採用企業名

Leading Global Designer Jewelry House

求人ID

1580557

業種

小売

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 少数

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1200万円

更新日

2026年04月14日 00:00

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 (英語使用比率: 50%程度)

日本語レベル

ネイティブ

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

Drive recruitment processes: sourcing, screening, first-round interviews, and full hiring coordination

- Own onboarding coordination to ensure every new hire has a smooth and consistent start
- Coordinate monthly payroll input (with vendor) and ensure accurate employee data, working hours, leave and vacation registrations.
- Manage HR administration and maintain employee records in the HR system (contracts, updates, documentation)
- Act as the local HR support for employees and managers in Japan (HR helpdesk)

approach)

- Coordinate with local HR partner to ensure Japan processes are compliant and completed correctly
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スキル・資格

- 3+ years of experience within HR, operations and payroll (retail experience is not required but it's a plus)
 - Confident conducting structured interviews
 - Has experience from being admin in HR. Payroll systems experience is not required, but is a plus
 - Communicates clearly and enjoys working closely with store teams and managers
 - Fluent in Japanese and professional working level in English
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会社説明