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10月27日 04:00

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

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

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

会社説明