



## Human Resources (Assessment Team)

### 募集職種

#### 採用企業名

ZenGroup株式会社

#### 求人ID

1585808

#### 部署名

General Affairs Department, Human Resources Section, Assessment Team

#### 業種

インターネット・Webサービス

#### 雇用形態

正社員

#### 勤務地

大阪府, 大阪市中央区

#### 最寄駅

中央線、 堺筋本町駅

#### 給与

350万円 ~ 400万円

#### 勤務時間

Standard working hours: 9:15 AM – 6:15 PM

#### 休日・休暇

5-day workweek (Saturday & Sunday off)

#### 更新日

2026年04月30日 07:00

### 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

日常会話レベル

#### 日本語レベル

流暢

#### 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 HR assessment tasks, including managing performance evaluation systems, conducting internal surveys, and handling employee interviews
- Directly contribute to employee development and organizational improvement, helping to create a supportive work environment

- Enhance your expertise in HR and expand your career through data analysis and policy design
- Enjoy a flexible and supportive work environment, including a flexible work schedule, 26 days of paid leave in the first year, and language learning support

### **【Job Responsibilities】**

ZenGroup continues to grow, with new employees joining every month. As our teams expand across all departments, it is increasingly important to strengthen our Human Resources function with the capacity needed to support employees and promote a healthy work-life balance.

We are seeking an Human Resource professional in Japan with experience in performance evaluations, internal surveys, and employee mediation. Our current team operates independently within an established workflow, and we welcome new talent who is eager to collaborate, contribute, and grow with us. Join our team and use your experience and expertise to help build an assessment function that empowers our employees and supports their success.

### ■Main Duties :

- Manage regular performance evaluations, including system communication, scheduling, questionnaires, improvements, and automation
- Plan and run internal surveys, from question design and distribution to response-rate improvement and data analysis
- Conduct employee interviews and consultations related to onboarding, transfers, and promotions, and prepare reports
- Support occupational health initiatives, including stress checks, health committees, physician coordination, and internal awareness

### ■Department :

General Affairs Department  
Human Resources Section, Assessment Team  
(Team Leader = 1, General Employees = 1 person)

### ■Reason for hire :

Staff Expansion

### ■About Us :

ZenGroup is an e-commerce company based in Osaka, Japan, with over 400 active employees across our headquarters and logistics centers. With a diverse workforce representing more than 34 nationalities, we support the international market in purchasing products from Japan and help Japanese companies sell their products overseas.

ZenGroup currently operates the following services:

- ZenMarket: A proxy-buying platform that enables international customers to shop in their own language on major Japanese e-commerce sites such as Mercari, Yahoo Auctions, Yahoo Shopping, and more.
- ZenPlus: An e-commerce marketplace that connects over 3,000 small to mid-sized Japanese businesses with international customers.
- ZenPromo: A promotional service that helps Japanese companies refine their international marketing strategies and build global brand awareness.
- ZenPop: A monthly subscription box service offering curated stationery items that highlight Japanese kawaii culture and other cultural elements.
- ZenLink: An HTML tag-based service for Japanese e-commerce companies that enables their products to be purchased on ZenMarket, driving international web traffic to their stores.
- ZenStudio: A creative agency specializing in web design and video production, supporting businesses entering digital media or enhancing their e-commerce presence to meet modern trends.

Today, our platform has over 2 million registered users, is available in 19 languages, and serves customers in over 181 countries across six continents—delivering Japanese products to the world.

### **【Employment Type】**

Permanent employee (full time)

\*3 Month probationary period (salary same as below)

### **【Salary】**

¥250,000 ~ ¥340,000 Monthly (Based on previous experience and ability)

Estimated salary in year 1: 3.5 ~ 3.8 M¥

- Salary evaluation: Once a year
- Bonus: Twice a year (June and December)

### **【Working Hours】**

Standard working hours: 9:15 AM – 6:15 PM (8 working hours / 1 hour break)

\*Flextime available: Start work anytime between 7:00 AM - 10:00 PM, with up to 2 hours of break time per day.

\*Standard working hours apply during the initial training period (approx. 2 months).

### **【Work Location】**

Osaka Sakaisuji L Tower, 1 Chome-7-7 Kawaramachi, Chuo, Osaka, Osaka Prefecture, Japan

\*Access:Osaka Metro Chuo Line Sakaisuji Honmachi Station 6 mins

\*On-site

### **【Holidays & Leave】**

- 5-day workweek (Saturday & Sunday off)  
\*Work is required on national holidays, excluding the New Year holiday.
- New Year holiday (4 days)
- Paid leave (26 days in year 1)  
\*26 days of paid leave are provided from the first year, with the number increasing annually.  
In 2024, the paid leave usage rate exceeded 80%.
- Congratulatory and condolence leave

- Maternity/paternity leave
- Child care leave
- Personal day leave

#### **【Benefits & Welfare】**

- Overtime (paid by minute)
- Transportation allowance (up to ¥30,000/month)
- Complete social insurance (workers' compensation, employment, health, welfare pension)
- Business casual dress code (no suit required)
- Training system (job-specific, level-specific training)
- Japanese/English lessons
- In-house club activities (karaoke, day camp, etc.)
- Monthly company events
- Free tea and coffee

#### スキル・資格

##### **【Must-Have Skills】**

- Native or native-level Japanese speaker
- Professional experience with occupational health and mental well-being programs
- Experience in HR operations and labor compliance experience

##### **【Preferred Skills】**

- Occupational Health and Mental Health–Related Certifications
- Other practical counseling experience (e.g. education, healthcare, welfare, or judicial)
- English proficiency (TOEIC 850 points or higher)

##### **【Personality】**

- Ability to reflect on own behavior and biases:
  - The assessment team is involved with many internal meetings with employees. Successful candidates must understand and be aware of the impact of their actions and comments and to reflect on them regularly.
- Understanding of corporate compliance and commitment to upholding company policies:
  - A solid understanding of corporate compliance and a strong commitment to following rules are essential. The Assessment Team and Compliance Desk work closely together to ensure consistent standards across the organization.
- Data processing skills:
  - Data processing and analysis are essential for managing employee records, supporting regular evaluations, and administering internal surveys.

##### **【Regarding the Selection】**

- Positions Available : 1
- Selection Process
  - ▽First interview – Hiring Team (45-60 mins, online or in-person)
    - \*Logic test (Logic test excluded for online interviews)
  - ▽Second interview – Assessment team (45-60 mins, in-person required)
    - \*Travel Reimbursement up to ¥27,000 available for applicants outside the Kansai region
    - \*Logic Test (If not completed during the first interview)
  - ▽Third Interview – HR Planning Team (45-60 mins, online or in-person)
    - \*Company culture test

#### 会社説明