



## Standalone HR manager

ハイブリッド型勤務、正社員への登用の可能性あり！

### 募集職種

#### 派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

#### 求人ID

1585989

#### 業種

その他（サービス）

#### 会社の種類

中小企業（従業員300名以下） - 外資系企業

#### 雇用形態

派遣

#### 勤務地

東京都 23区

#### 給与

600万円～900万円

#### 時給

2000円～2200円

#### 更新日

2026年04月21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

#### 日本語レベル

流暢

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

1. Payroll & Social Insurance
  - Review attendance data and allowances for payroll processing
  - Coordinate with external payroll and social insurance vendors
  - Prepare and validate payroll data and drafts
  - Respond to employee inquiries related to payroll, payslips, and deductions
  - Ensure accurate handling of resident taxes, social insurance, and statutory updates
2. On/Offboarding & Exit Management
  - Manage employee on/offboarding and related procedures
  - Conduct interviews with candidates when needed

- Prepare required documents with an accounting vendor (e.g. social insurance, tax documents)
  - Ensure provide/return of company assets and system access/removal
  - Maintain accurate employee records and support
  - 3. HR Systems & Data Management
    - Maintain HR systems (attendance, payroll, employee master data)
    - Manage PTO balances and employment status updates
    - Maintain employee lists and internal distribution lists
    - Monitor system usage and identify opportunities for improvement or integration
  - 4. Employee Relations & HR Support
    - Serve as the first point of contact for HR-related inquiries
    - Handle employee questions on payroll, leave, insurance, and personal data updates
    - Manage HR documentation (e.g. pension, insurance forms)
    - Communicate HR policies and operational updates clearly to employees
  - 5. Compliance & Policy Management
    - Maintain and update internal policies and company regulations
    - Ensure compliance with Japanese labor laws and statutory requirements
    - Identify risks or gaps and implement corrective actions
    - Support audits and external regulatory requirements
  - 6. Office Administration & Vendor Management
    - Support visa-related processes and company registration updates
    - Review vendor performance, contracts, and costs
  - 7. Finance & Administrative Support
    - Manage invoices and supporting financial documentation
    - Track payments and support basic cash flow visibility
    - Coordinate with internal finance and external partners
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会社説明