



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05月05日 15:00

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