



Understanding People

HR Assistant / 人事アシスタント

Remote work flexibility

募集職種

人材紹介会社

スペシャライズドグループ株式会社

求人ID

1589711

業種

旅行・観光

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年04月23日 18:58

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

ビジネス会話レベル

最終学歴

大学卒：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

HR Assistant 人事アシスタント - Recruitment & Employee Management (Flexible Remote, Career Path to HR Manager)

Our client, a travel agency, is seeking an HR Assistant to join their international team. This role offers a unique opportunity to start a career in Human Resources with a clear path to becoming an HR Manager, all within a flexible remote work environment. Enjoy the benefits of flexible working hours and the chance to work in a diverse, international setting.

Key Responsibilities:

- Message candidates on recruiting platforms
- Manage applicant pipelines and recruitment coordination
- Schedule and set up interviews

- - Support onboarding for new employees
- - Assist with employee offboarding procedures
- - Provide general HR administrative support

Qualifications:

- - Professional-level Japanese
- - Professional-level English
- - Experience with recruiting platforms like Indeed, LinkedIn is preferred but not mandatory
- - Experience in HR administrative tasks is preferred but not mandatory
- - Familiarity with onboarding and offboarding processes is preferred but not mandatory

会社説明