



Understanding People

HR Operations Specialist | 人事オペレーションスペシャリスト 旅行・ホスピタリティ

Travel & hospitality industry

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

1591739

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05月14日 13:34

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 Operations Specialist | Travel & Hospitality 人事オペレーションスペシャリスト 旅行・ホスピタリティ

Our client, a company in the travel agency and hospitality industry, is seeking an HR Operations professional to join their international and creative team. This role offers the opportunity to leverage your English skills in a diverse environment while supporting recruitment activities, managing HR data, and assisting with employee training programs.

Key Responsibilities:

- Manage and update employee information and HR data
- Support recruitment activities, including scheduling interviews
- Assist with benefits administration and HRIS operations
- Coordinate employee training and development programs
- Facilitate HR processes across departments

Qualifications:

- Experience with HRIS and benefits management systems
 - Basic knowledge in recruitment and employee management
 - Bilingual in Japanese and English is preferred but not mandatory
 - Experience in HR or general administrative roles is preferred but not mandatory
 - Familiarity with Microsoft Office and HR-related tools
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会社説明