



## HR Generalist 👍 独占求人

### Working at American University in Japan

#### 募集職種

##### 採用企業名

テンブル大学ジャパンキャンパス

##### 支社・支店

Temple University, Japan Campus (TUJ)

##### 求人ID

1593025

##### 部署名

Human Resources

##### 業種

教育・学校

##### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

##### 外国人の割合

外国人 多数

##### 雇用形態

正社員

##### 勤務地

東京都 23区, 世田谷区

##### 最寄駅

東急田園都市線、 三軒茶屋駅

##### 給与

400万円 ~ 経験考慮の上、応相談

##### ボーナス

固定給+ボーナス

##### 勤務時間

9:00-17:30 Monday through Friday (37.5 hours per week)

##### 休日・休暇

Weekends, Public Holidays, approx. 2 weeks over New Year

##### 更新日

2026年06月18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 (英語使用比率: 75%程度)

##### 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**

日本での就労許可は必要ありません

**募集要項****Position**

HR Generalist

**Department**

Human Resources

**Position type**

Full-time

**Location**

City Campus (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

**Work hours**

37.5 hours per week (9:00 to 17:30, Monday to Friday)

**Report to**

Director of Human Resources

**Visa Requirement**

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

**Salary & Benefits**

Salary commensurate with experience.

Eleven (11) days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately two weeks company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, and retirement payment system.

**Overview of the Position**

TUJ seeks a motivated and well-organized HR Generalist who will report to the Director of Human Resources. This role is responsible for supporting a wide range of general HR administrative activities, including reviewing staff employee timesheets, verifying and tracking leave requests, updating employee personal information, and assist processing payments such as independent contractor fees and payments to HR-related external vendors.

To successfully perform these core duties, the HR Generalist is expected to provide professional and responsive support to staff and faculty, maintain accurate and up-to-date records in relevant HR personnel databases in compliance with labor regulations, and collaborate closely with department supervisors, and internal team members to ensure smooth and efficient HR operations.

**Primary Responsibilities**

- Maintain personnel data
- Review monthly timesheets for staff employees and track leave requests
- Review and approve day-off requests through the HR CRM application
- Administer and monitor time-off and Leave of Absence (LOA) records
- Maintain and update employee commuting details and address information
- Assist with various payment requests
- Handle new hire/leaving form requests as necessary and support on/off boarding procedures
- Update and maintain the monthly staff employee list
- Assist in creating and issuing various employee certificates
- Provide general HR administrative support as required

**Other Duties as Assigned**

- Perform other duties as assigned by the Director of Human Resources
- Assist with walk-in inquiries at the office regarding human resources matters

**Application Process**

Review of applications will begin immediately with the desired start date of July 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/104?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. cover letter,
2. resume or c.v.,
3. contact information for two references.

Only those who passed the initial screening will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

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## スキル・資格

### Qualifications & Experience

- 2-3 years of experience in Human Resources or as an Administrative Assistant
- Excellent verbal and written communication skills in both Japanese and English
- Strong computer skills, including proficiency in Microsoft Office and other CRM systems
- Experience working in an international or multicultural environment
- Excellent organizational and coordination skills
- Strong attention to detail with proven administrative skills
- Ability to manage multiple tasks effectively in a fast-paced environment
- Flexible and adaptable, and responsive to changing priorities
- Knowledge of and experience with work visa applications preferred
- Knowledge of general accounting or payroll preferred

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## 会社説明