



Supervisor - HR & Admin General Affairs

募集職種

採用企業名

パキスタン・ナショナル銀行（東京支店）

求人ID

1602718

部署名

HR / HR & Admin

業種

銀行・信託銀行・信用金庫

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

500万円～600万円

勤務時間

08:45～17:00 (60-min break)

休日・休暇

Saturdays, Sundays & public holidays off.

更新日

2026年09月03日 00:00

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

日常会話レベル

日本語レベル

ネイティブ

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

《Job Description & Position Highlights》

- Responsible for a wide range of administrative tasks, including payroll processing, tax compliance, recruitment support, and general administrative duties
- As a core role supporting the operations of a financial institution, you'll have the opportunity to apply your expertise in human resources and general administration

- Leverage your knowledge of Japanese labor and tax laws to gain diverse work experience in a global environment
- With weekends and holidays off and a stable work environment, this is a workplace where you can build a long-term career

【Job Responsibilities】

- Payment of Salary to Staff / Calculation & Deduction of H/W Insurance /Inhabitant tax / Income Tax.
- Management of documents and information of bank employees.
- Hiring support / On boarding and exit process for employees.
- Responsible for entire General & Administrative Affairs.
- Furnishing and Maintenance of Fixture and Stationery.
- Secretary to the Country Manager's Secretary.

【Employment Type】

Permanent employee

【Salary】

JPY 5 million ~ 6 million per annum (total package)

【Working Hours】

08:45 – 17:00 (60-min break)

【Work Location】

Tokyo

【Holidays & Leave】

Saturdays, Sundays & public holidays off.

【Benefits & Welfare】

In accordance with company regulations

スキル・資格

【Qualification & Experience】

- At least 5 years of experience in HR/GA
- Good understanding of Japanese labor / tax and related laws.
- Payroll Experience
- Hiring and Employee Onboarding Experience
- Minimum Bachelors degree.
- Japanese language proficiency is required. English proficiency is preferred.
- Experience in banking sector will be preferred

会社説明