



PR/087529 | HR Assistant

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1604865

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2026年07月28日 10:33

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

基礎会話レベル

最終学歴

短大卒：準学士号

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 SUMMARY

The Human Resources Assistant provides administrative and operational support to the Human Resources department while helping maintain a safe, organized, and efficient office environment. This role is responsible for HR administration, office coordination, safety compliance support, and general administrative duties to ensure smooth day-to-day operations.

RESPONSIBILITIES

- Provide administrative support for Human Resources operations and employee-related processes.
- Maintain personnel files, HR records, and documentation in compliance with company policies and regulations.
- Support workplace safety programs, training records, and compliance-related activities.
- Conduct routine safety checks and assist with required employee trainings.
- Manage reception activities, visitor check-in procedures, and office communications.

- Coordinate incoming and outgoing mail, shipments, and office supply inventory.
- Maintain office common areas and support overall office organization and functionality.
- Manage company asset records and coordinate asset disposal processes.
- Collaborate with internal departments to support administrative and operational needs.
- Assist with special projects and other duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent required.
- Minimum 1 year of administrative or office support experience.
- Strong organizational, communication, and multitasking skills.
- Proficiency with Microsoft Office and general office equipment.
- Ability to maintain confidential information and accurate records.
- Detail-oriented with the ability to work independently and as part of a team.
- Valid driver's license required.
- Experience supporting HR administration or workplace safety programs is a plus.

SALARY USD 20.00/Hour (DOE)

LOCATION Torrance, CA

WORK STYLE Onsite

BENEFITS

- Health, Dental, and Vision insurance
- Paid time off, paid sick leave and Paid holidays
- 401(k)

#LI-JACUS #LI-US #countryUS

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会社説明