



Human Resources Assistant

¥280K–¥400K/month | No Experience Needed

募集職種

採用企業名

Mediabound株式会社

求人ID

1611250

業種

旅行・観光

会社の種類

中小企業 (従業員300名以下)

雇用形態

正社員

勤務地

京都府

給与

300万円 ~ 500万円

勤務時間

In accordance with company regulations

休日・休暇

In accordance with company regulations

更新日

2026年09月08日 12:33

応募必要条件

キャリアレベル

新卒・未経験者レベル

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

高等学校卒

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»

- Responsibilities include handling applicant inquiries, scheduling interviews, managing onboarding and offboarding procedures, and maintaining HR data
- A rewarding opportunity to start an HR career with no prior experience and get involved in recruitment and team building
- An environment where you can utilize your English skills and grow while interacting with people at a rapidly growing startup
- Monthly salary of 280,000 to 400,000 yen; work as a full-time employee at our global office in Kyoto

【Job Responsibilities】

“Like talking to people? Turn it into your career.”

Mediabound is actively hiring a Human Resources Assistant for our Kyoto office.

No experience required. We're looking for attitude, not just background.

< What You'll Do >

- Message candidates on recruiting platforms
- Schedule and coordinate interviews
- Support onboarding and offboarding
- Maintain HR data and records
- Assist with general HR operations

< Why This Role >

- Start a career in HR with no prior experience
- Work in a global, English-speaking environment
- Be part of a fast-growing startup
- Gain real experience in recruiting and people operations

【Employment Type】

Permanent employee

【Salary】

¥280,000 – ¥400,000 / month

*based on experience & performance

【Working Hours】

In accordance with company regulations

【Work Location】

Kyoto Office

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

スキル・資格

This isn't just admin work.

You help build the team that builds the company.

【Requirements】

- Professional English
- Professional Japanese

【Ideal Candidate】

Who This Is For:

- People who enjoy communication
- Those interested in HR or recruiting
- Anyone wanting a global work environment
- Candidates looking for fast growth

会社説明