



HR Office Administrator

エイブリー・デニソン・ジャパン株式会社での募集です。給与・社会保険のご経験の...

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

エイブリー・デニソン・ジャパン株式会社

求人ID

1613982

業種

化学・素材

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～経験考慮の上、応相談

勤務時間

09:00～17:00

休日・休暇

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 【有給休暇】夏季、...

更新日

2026年09月17日 17:43

応募必要条件

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

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

【求人No NJB2408143】

【About the role】

We are seeking a proactive Human Resources Office Administrator to lead our Japan based operations including payroll labor relations and site management. Acting as a primary local contact the successful candidate will partner with Regional HR Shared Services and management to maintain operational excellence and ensure full adherence to local regulatory

requirements.

【Key Responsibilities】

- Direct the comprehensive monthly payroll cycle year end tax reconciliations (Nenmatsu Chosei) and statutory filings in coordination with external consultants.
- Execute daily tasks related to Social (Shakai Hoken) and Labor (Roudou Hoken) insurance maintaining strict alignment with the Japan Labor Standards Act.
- Supervise employee attendance leave documentation and the administration of local labor statutes such as the Article 36 Agreement.
- Serve as the primary representative to social security attorneys (Sharoshi) health associations and governmental bodies.
- Facilitate onboarding and offboarding including contract preparation equipment provisioning and system credentials for the Japan workforce.
- Oversee office environment facility maintenance procurement of supplies and local asset tracking.
- Manage correspondence physical archives and general administrative workflows for the Tokyo office.
- Deliver high level support for visiting leadership including scheduling and itinerary coordination.
- Organize local engagement activities corporate town halls and associated logistics.

スキル・資格

- Possession of an Associate or Bachelor's degree.
- Minimum 3 years of direct HR experience in Japan encompassing payroll tax adjustments and insurance within an international or high growth business context.
- Comprehensive knowledge of Japanese Labor Laws and social security frameworks.
- Familiarity with HRIS platforms (Oracle etc.) and proficiency in Google Workspace and MS Office suites.
- Health Supervisor (衛生管理者) certification is highly desirable (successful candidates must commit to obtaining this post hire if not currently held) .
- Native Japanese fluency paired with Business English proficiency for effective collaboration with regional stakeholders and international talent teams.
- Meticulous attention to detail and an independent solution oriented approach to balancing compliance and administrative duties.

会社説明

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