



PR/087679 | HR&GA Generalist

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1616111

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10月06日 10:34

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 TITLE HR & General Affairs Generalist

POSITION SUMMARY

In this position, you will support the HR Manager while handling general affairs, office administration, and operational support activities to help ensure smooth office operations and effective HR administrative processes.

RESPONSIBILITIES

General Affairs & Administration

- Support day-to-day office operations and administrative functions

- Manage office supplies, equipment, and vendor relationships
- Maintain records, files, and documentation
- Process invoices and administrative paperwork
- Coordinate meetings, schedules, and internal communications
- Assist with company events and employee activities
- Prepare reports, presentations, and business correspondence
- Respond to office-related inquiries and provide administrative support

HR Support

- Assist with onboarding and employee administration
- Coordinate interview scheduling and candidate communications
- Maintain employee records and HR documentation
- Support benefits administration processes
- Assist with HR projects and initiatives as assigned

QUALIFICATIONS

- Experience in administration, general affairs, office management, HR support, or a related field preferred
- Strong communication and interpersonal skills
- Excellent organizational and multitasking abilities
- Ability to work efficiently in a fast-paced environment
- Strong attention to detail and problem-solving skills
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Professional, dependable, and team-oriented mindset

LOCATION Gardena, CA

WORK ARRANGEMENT

- Onsite
- Working hours: 9:00 AM - 6:00 PM
- No travel required

EMPLOYMENT TYPE Full-Time

SALARY USD 60,000- 75,000

BENEFITS

- Health Insurance

- Dental Insurance
- Paid Time Off (PTO)
- Paid Holidays

IDEAL CANDIDATE

- Communicates effectively with employees, management, and external partners
- Successfully manages multiple priorities while meeting deadlines
- Maintains accuracy and professionalism in a fast-paced environment
- Takes initiative and demonstrates a strong sense of ownership
- Enjoys supporting office operations and contributing to team success
- Flexible, organized, and service-oriented

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明