



HR professional / Administration

募集職種

人材紹介会社

[RGF Professional Recruitment Japan](#)

採用企業名

IT engineering Solution company

求人ID

884721

勤務形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 450万円

更新日

2019年12月09日 03:00

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

ビジネス会話レベル

日本語レベル

流暢

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

This is a HR/Administration position

You will be responsible as acting Standalone HR with the opportunity to cover HR functions

Management of Payroll Vendor

Assist the Management team with HR matters including recruitment coordinations.

Using Workday to keep accurate records and data management

Manage day to day administration working within the back office

スキル・資格

Some experience covering payroll

HR systems (Workday is preferred)

Fluent in Japanese and Business English ability

The ability to work in multicultural environment in a relax and calm atmosphere

会社説明

RGF Professional Recruitment Japan provides bilingual professionals to multinational corporations. We are functional recruiters focusing on Finance & Accounting, Banking, Legal, HR & GA, Logistics, Telecoms, Sales & Marketing, and Technology.