

Job Detail

Staff Level

Position Title	Time saving OK! Human resources labor management
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-09 / 2024-05-09
Job Type	General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) Administrative - Data Entry Administrative - Other
Industry	Perfumery/Cosmetic
Location	Asia Japan Tokyo
Job Description	[Time saving OK! Labor management of human resources] We handle all aspects of human resource labor. General labor management (year-end adjustment, vaccinations, social insurance, joining and leaving the company, attendance management, etc.)
Company Info	Part-time work is also OK! You can utilize your experience in labor management! You will gain labor knowledge and skills. We employ people with experience in labor management and payroll calculations. ★Office casual attire is OK!
Working Hours	[Day shift] 10:00-19:00 (8 hours of actual work) *Work 5 days a week *Working 4 days a week or shortened working hours from 10:00 to 16:00 is also possible! *Overtime is approximately 5 hours per month.
Qualifications	Technical/Humanities/International Affairs Labor <ul style="list-style-type: none"> • Work experience in occupational health management (1 year or more) • Work experience in payroll calculation (1 year or more) • Business level Japanese • Ability to read and write Japanese • Ability to use honorific business language in Japanese <p>*Those who can handle the relevant duties such as technical/humanities/international affairs</p> <p>*Those who can work in Japan</p>
Japanese Level	Business Level(JLPT Level 2 or N2)
Hour Salary	JPY - Japanese Yen 1750JPY
Estimated Annual Salary	By employment history and skills
Salary Description	[Hourly wage] 1,750 yen / No transportation expenses [Monthly salary example] 290,938 yen *Monthly salary example is calculated based on 5 hours of overtime per month. (Overtime pay of 10,938 yen is included) *Salary amount and net amount may differ due to income tax, municipal tax, etc. [Employee benefits] Social insurance, employment insurance, and workers' compensation insurance provided Annual paid leave

Holiday Description	Closed on Saturdays and Sundays (2-3 days off per week)
Nearest Station	4 minutes walk from Shibuya Station on the JR Yamanote Line *Transportation expenses will not be provided.

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