

## Job Detail

Staff Level

Position Title	[Human Resources/Labor Affairs] Official language: English / 60% are foreign nationals / World's most advanced next generation cloud robotics
Recruiter Company	INBOUND TECHNOLOGY CO.,Ltd / インバウンドテクノロジー株式会社
Company Name	Company name is private
Activated / Updated	2024-04-29 / 2024-05-06
Job Type	General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) General Affairs/HR/Legal - General Affairs General Affairs/HR/Legal - Other
Industry	IT - Other
Location	Asia Japan Tokyo
Job Description	<p>It is a venture company originating from ETH Zurich, which has produced world-famous physicists known for the theory of relativity and numerous famous researchers.</p> <p>We are creating a completely new next generation robotics platform.</p> <p>&lt;Recruitment position&gt; human resources</p> <p>&lt;Job details&gt;</p> <ul style="list-style-type: none"><li>● Human resources related operations</li><li>● Administrative support related to employee joining/retirement</li><li>● Labor contract management</li><li>● HR-related billing management</li><li>● Issuance of various certificates</li><li>● Responding to inquiries from employees</li><li>● Other support services related to People Operation</li></ul>
Company Info	◎A global company with members from approximately 25 nationalities and over 60% of foreigners
Working Hours	Flextime system
Qualifications	<p>[Required requirements]</p> <ul style="list-style-type: none"><li>● 2 years or more of human resources related work experience or back office related work experience.</li><li>● Ability to communicate smoothly both inside and outside the company</li><li>● Basic English skills</li><li>● Basic Google Workspace skills</li></ul> <p>[Welcome requirements]</p> <ul style="list-style-type: none"><li>● Persons with human resources experience dealing with labor issues</li><li>● Those who have work experience in a startup environment.</li><li>● Human resources experience at a global company</li><li>● People who can communicate appropriately with multinational employees, related departments, and stakeholders.</li></ul> <p>[Ideal human resources]</p> <ul style="list-style-type: none"><li>● Those who can perform tasks independently with minimal guidance.</li><li>● People who are good at completing office work carefully and quickly.</li><li>● Those who are interested in human resources work and like supporting people.</li><li>● Able to prioritize tasks and accomplish them in a short period of time.</li></ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K
Job Contract Period	full-time employee

Nearest Station	Kiba station
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