

Job Detail

Senior Level

Position Title	HRBP Data Management Specialist
Recruiter Company	CREATE INTERNATIONAL CORPORATION/株式会社クリエイト・インターナショナル
Company Name	Company name is private
Activated / Updated	2024-02-28 / 2024-02-28
Job Type	General Affairs/HR/Legal - Other General Affairs/HR/Legal - HR (Institution-building) General Affairs/HR/Legal - Office Manager
Industry	
Location	Asia Japan Tokyo
Job Description	<ul style="list-style-type: none">• Manage and maintain various HR, Labor Management, and Payroll related Data• Provide administrative support to all HRBP teammembers• Drafting and maintaining documents such as internal announcements, guidance, and manuals• Support various administrative and coordination tasks within the team and with the BUs
Company Info	Global chemical analysis company with European headquarters
Qualifications	<ul style="list-style-type: none">• More than 5 years of working as administrative assistant preferably in HR or GA filed, or sales assistant to support and push sales team<ul style="list-style-type: none">• Excellent organization and prioritization skill plus speed-oriented job performance capabilities• Excellent interpersonal & communication skills (concise writing and orally convincing)• Middle level command of English Strong command of excel, power point, and Data Management
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 5000K - JPY 6500K