

## 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"><li>• Manage and maintain various HR, Labor Management, and Payroll related Data</li><li>• Provide administrative support to all HRBP teammembers</li><li>• Drafting and maintaining documents such as internal announcements, guidance, and manuals</li><li>• Support various administrative and coordination tasks within the team and with the BUs</li></ul>
Company Info	Global chemical analysis company with European headquarters
Qualifications	<ul style="list-style-type: none"><li>• 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"><li>• Excellent organization and prioritization skill plus speed-oriented job performance capabilities</li></ul></li><li>• Excellent interpersonal &amp; communication skills (concise writing and orally convincing)</li><li>• Middle level command of English</li></ul> 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