

Job Detail

Senior Level

Position Title	[Candidate for Human Resources and General Affairs Manager] Blockchain virtual currency Bitcoin No. 1 major crypto asset industry Foreign nationals welcome Visa support available Copy
Recruiter Company	Green Forest Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-29 / 2024-05-08
Job Type	General Affairs/HR/Legal - HR (Recruiting) General Affairs/HR/Legal - HR (Institution-building) General Affairs/HR/Legal - Office Manager
Industry	
Location	Asia Japan Tokyo
Job Description	<p>This position is expected to work with management and department heads to quickly resolve organizational issues while managing personnel and general affairs members.</p> <p>The specific duties are as follows.</p> <ul style="list-style-type: none">• Team management of human resources department and general affairs department• Development of recruitment plan - population formation - implementation• Planning and implementation of various personnel systems (grade system, evaluation system, compensation system, labor-related system)• Planning and implementing measures related to organizational culture, culture, and work styles
Company Info	<p>[Image of the person you are looking for]</p> <ul style="list-style-type: none">• People who have the spirit to bring about change in the world with crypto assets (virtual currency) and blockchain• People who can sympathize with our company's mission "Make the world easier with blockchain" and our values (Passion, Execution, Number)• Those who have the ability to adapt to change• People who can define their own issues, solve them, and provide value as professionals
Qualifications	<p>[Required skills/experience]</p> <ul style="list-style-type: none">• Experience in general human resources work (more than 5 years)• Experience designing and implementing personnel systems/evaluation systems• Labor experience (payroll calculation, attendance management, understanding of labor laws including the Labor Standards Act, handling labor issues)• Team management experience <p>[Welcome skills and experience]</p> <ul style="list-style-type: none">• Experience in formulating general recruitment strategies• General affairs work experience (equipment management, document storage, etc.)• Experience in human resources development work and HRBP• Business level English (because you will be working with employees from overseas)
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 6500K - JPY 15000K
Salary Description	Social Insurance Commuting/ Transportation Allowance Education/ Training
	Five-Day Workweek Summer Holidays

Holiday Description	Winter Holidays Refresh Holidays Paid Holidays Congratulatory or Condolence Leave Child-care Leave Sick Leave
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