

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. 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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