

## Job Detail

Staff Level

Position Title	[Remote 2 times a week] Human resources and labor x English! Assistant for human resources and labor affairs at Start-up
Company Name	Yaraku, Inc.
Activated / Updated	2024-02-07 / 2024-02-13
Job Type	General Affairs/HR/Legal - HR (Recruiting) General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) General Affairs/HR/Legal - General Affairs
Industry	Telecommunications/Information Services
Location	Asia Japan Tokyo
Job Description	<p><b>**Job Description**</b></p> <p>The role of human resources and labor affairs at our company, which operates in a multicultural environment and also practices fully remote work, is significant. Our work style is still a minority in Japan, with many challenges. We want to ask for your help in human resource management and personnel system development to maintain such a new, flexible work environment.</p> <p>You will support various HR and Labor management functions as follows;</p> <ul style="list-style-type: none"> <li>-Recruitment</li> <li>-Candidate management</li> <li>-Employment compliance</li> <li>-Assisting with onboarding processes</li> <li>-Maintaining our HR database</li> <li>-Labor management</li> <li>-Salary calculation</li> <li>-Social insurance application</li> <li>-Working visa application</li> <li>-Support for various Back-Office tasks</li> </ul> <p>We have created a global and flexible work environment where each staff member has a lot of discretion so that our employees can grow and work satisfactorily. Through practical HR and labor experience in this environment, we provide an opportunity to acquire HR and labor skills in an environment that requires diverse work styles.</p> <p>We aim to create a work environment where employees can grow and work with satisfaction in a global and flexible workplace where each staff member has great discretion.</p>
Company Info	<p>[About us]</p> <p>Yaraku, Inc. provides an advanced AI automatic translation platform that enhances global communication. English is often used for daily interaction with a team where over 60% have been internationally recruited. Our mission is simple yet profound: "Enjoy global communication fun." Our employees enjoy a high degree of discretion and autonomy, facilitating a dynamic and innovative work environment ideal for driven individuals eager to make a mark in the tech industry.</p> <p>[Measures to prevent passive smoking]</p> <p>No smoking indoors (smoking room available)</p>
Working Hours	<p>Flextime system</p> <p>Core time: 10:00-16:00</p>
	<p>[Prerequisite]</p> <ul style="list-style-type: none"> <li>- Experience in conducting recruitment processes and managing labor relations and services</li> <li>- Native-level proficiency in Japanese (JLPT N1 : Fluent speaking and listening skill are required.)</li> <li>- Business-level proficiency in English</li> </ul> <p><b>**Preferred Qualification**</b></p> <ul style="list-style-type: none"> <li>- Experience working at a startup is highly valued</li> </ul> <p>[Welcome conditions]</p> <ul style="list-style-type: none"> <li>• Experience working at a startup</li> </ul>

Qualifications	<ul style="list-style-type: none"> <li>• Experience in marketing at a business company</li> <li>• Business level English skills</li> </ul> <p>[We're looking for someone like this! ]</p> <ul style="list-style-type: none"> <li>• I like online communication</li> <li>• I like writing articles</li> <li>• I like the quantitative analysis.</li> <li>• Attracted to life and society with “diversity”</li> <li>• I want to spend my one-time life in a fun and challenging way</li> <li>• I like to talk with people who have different ideas and environments from my own</li> <li>• Do new things</li> <li>• Excited to go to new places</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 5000K
Salary Description	<p>■Annual income: 4 million to 5 million yen      ※ The above amount includes fixed overtime pay (15 hours or more, worth at least 30,000 yen). Any additional overtime will be paid separately.      ※ The amount will be determined based on the candidate's experience and previous salary.</p> <p>■Fixed overtime allowance paid (equivalent to 15 hours per month)      ■A one-time remote work lump-sum allowance of 20,000 yen will be provided upon joining the company.      ■Remote work allowance available      ■Fully equipped with social insurance (health insurance, welfare pension, employment insurance, workers' compensation)      ■Full transportation allowance (up to 2,000 yen per day)      ■Foreign language acquisition support (up to 4,000 yen per month)      ■Salary increase available (once a year)      ■Bonus      ■Stock option system available</p>
Holiday Description	<p>Five-Day Workweek          Winter Holidays          Paid Holidays          Congratulatory or Condolence Leave          Child-care Leave          Sick Leave</p>
Job Contract Period	Full-time employment (with trial period: 3 months after starting work)
Nearest Station	<p>5 minutes walk from JR Shinjuku Station New South Exit          5 minutes walk from JR Yoyogi Station East Exit</p>