

Job Detail

Staff Level

Position Title	[You will be reporting overseas, so you can use your English skills.] [General human resources and labor] People who want to work in rural areas are welcome! / Relocation allowance provided / No work experience required / A must-see for those who want to
Company Name	Alpha Electronics Corp.
Activated / Updated	2024-05-08 / 2024-05-08
Job Type	General Affairs/HR/Legal - General Affairs General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) General Affairs/HR/Legal - HR (Institution-building)
Industry	Electronics, Components, and Semiconductor Manufacturing
Location	Asia Japan Akita
Job Description	<p>You will be responsible for all human resources related tasks. If you are comfortable with numbers and can use Excel, you can succeed even if you have no HR experience!</p> <p>[Main duties] ◇Salary and benefits Payroll calculation, benefits, legal insurance, health checkup ◇Human resource management: Recruitment, training, updating and revising internal regulations, preparing necessary documents for local governments, etc. ◇Monthly attendance report: Report on turnover rate, absenteeism rate, overtime hours, etc. ◇Data preparation for budgeting and monthly personnel cost reporting to the finance department ◇Employee relations: Preparation for employee appreciation events ◇Administrative procedures to the Labor Bureau, etc.</p> <p>You will be in charge of all human resources affairs at our Akita factory. In addition, you will be required to make regular business trips to Kokyo to deal with employees at the Kokyo head office.</p> <p>[Attractive points] ●Human resources experience is not required, so you can be successful just by having an interest in human resources work. ●Full cost of moving to Akita ●You will be reporting to a team in Israel, so you can utilize and improve your English skills. ●You can be proactive in your work, so you can play an active role with discretion. ●Career advancement possible</p>
Company Info	<p>"Precision and Reliability" is the policy of Alpha Electronics. We have continued to pursue the precision and reliability of metal foil resistors as well as their roles and possibilities in order to meet the demands of engineers around the world for higher precision. In addition, we are conducting joint research with the Akita Prefectural Institute of Advanced Technology and the National Institute of Advanced Industrial Science and Technology to explore the form of next-generation ultra-precision resistors through the development of new materials. We continue to think about "what can be done now and what will be needed in the future" and try to make it a reality. We aim to be a company with technologies and roles that will resonate with the next generation by linking technology, reliability, and development capabilities to the future, and continuing to take on challenges.</p> <p>[Measures to prevent passive smoking] No smoking indoors</p>
Working Hours	8 : 15~17 : 00
	<p>【Required condition】 ● Business-level English proficiency (reports will be sent to the Israel team) ●A-turn, U-turn, I-turn applicants, those who can work in Akita (moving expenses will be paid in full) ●Able to use Excel without resistance to numbers, as there will be labor cost budgeting and report writing.</p>

Qualifications	[Welcome conditions] ●Experience in human resources and general affairs ● Global company work experience ● PC operation (Microsoft Office: Word, Excel, PPT, etc.) required ●Those who can act proactively with a spirit of challenge while respecting teamwork
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4000K - JPY 5000K
Salary Description	Full social insurance Full gasoline allowance (conditions apply) Retirement allowance system Full allowance for moving expenses (Housing allowance will be supported by Akita Prefecture)
Holiday Description	2 days off per week (Saturdays, Sundays, public holidays) Summer vacation (5 days), New Year holidays (6 days) Paid vacation (10 days up to 20 days from the end of the trial period)
Job Contract Period	Full time
Nearest Station	Work location: 238-1 Itaizawa, Yurihonjo City, Akita Prefecture All employees commute by private car