

Job Detail

Staff Level

Position Title	[Human Resources] IT venture company/English can be used <Remote possible> <Side job possible>
Recruiter Company	INBOUND TECHNOLOGY CO.,Ltd /インバウンドテクノロジー株式会社
Company Name	Company name is private
Activated / Updated	2024-04-29 / 2024-05-06
Job Type	General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) General Affairs/HR/Legal - HR (Recruiting) General Affairs/HR/Legal - HR (Institution-building)
Industry	Medical/Healthcare Services
Location	Asia Japan Tokyo
Job Description	<p>■Company overview We are an Animal Health Tech company founded in Singapore in April 2019 with the purpose of "Pet to Partner: Creating a society where people and pets can live happily."</p> <p>■Recruitment background As for the current organizational structure, the overall corporate operations are carried out by a manager in charge of the administration department and five members. (One of them is a member of human resources and labor affairs) As our company is aiming for an IPO in the future, we are looking for new staff in the human resources field.</p> <p>■Business overview You will be responsible for a wide range of tasks, including human resources operations as a headquarters function, IPO preparation, and human resources operations support/consulting for multiple veterinary hospitals in our group. You will be required to move between the office and the veterinary hospital at times, collaborating with the field staff, accountants, tax accountants, hospital managers, etc. to ensure that the organization runs smoothly.</p> <p>■Business content Together with the management manager and one member, you will perform the following duties for the head office/our group's veterinary hospital.</p> <ul style="list-style-type: none"> Human resources operations (communication with recruitment agents and applicants, recruitment system operation, interview schedule adjustment) Labor affairs (attendance management, payroll calculation, joining/exit procedures, year-end adjustment, etc. support services) PMI maintenance support for labor affairs at our company and group-affiliated veterinary hospitals General affairs work (document management)
Company Info	<p>Ⓞ Remote work 2 times a week OK ⓄUse your English!</p> <p>▼Industry market size The global pet market is worth approximately 15 trillion yen. This is expected to double to approximately 30 trillion yen by 2030, as the number of pets kept increases with population growth and economic growth, and the amount spent on each pet increases. Based on this, we have envisioned global expansion (mainly in Asia) since our founding. In particular, we see India as our most important market, as it has the highest growth potential.</p>
Working Hours	9:00-18:00 (break time: 60 minutes) *2 remote jobs per week OK
	<p>■Required skills</p> <ul style="list-style-type: none"> Experience in completing all procedures from joining to retirement Two or more years of work experience in two or more of the following areas: recruitment, human resources, labor affairs, and general affairs. <p>■Welcome skills</p>

Qualifications	<ul style="list-style-type: none"> • Those who can communicate smoothly with others with a high level of hospitality • Those who can multitask in multiple areas of human resources (recruitment, education, payroll, labor, systems, etc.) • Those who can communicate in simple English <p>■The image of the person you are looking for</p> <ul style="list-style-type: none"> • People who want to advance their career as a general human resources specialist rather than a specialist in specific tasks • People who have a venture mindset • Bright and positive person
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3500K - JPY 6000K
Salary Description	Fully equipped with social insurance Full transportation expenses (according to company regulations) education training
Job Contract Period	Full-time employment
Nearest Station	Shinbashi Station