

Job Detail

Staff Level

Position Title	*Urgent recruitment [Human Resources Assistant] VISA acquisition support work at an IT company <English> <Flexible work>
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	2024-05-06 / 2024-05-06
Job Type	General Affairs/HR/Legal - Other General Affairs/HR/Legal - General Affairs General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits)
Industry	Finance - Other
Location	Asia Japan Tokyo
Job Description	<p><Company Profile> We are a company that develops and provides cloud services for financial services with the mission of "Moving your money forward. Moving your life forward." The sales growth rate for the past 5 years is an astonishing 50%! We are a mega venture company that is rapidly growing! !</p> <p><Recruitment type> HR assistant</p> <p><Job details> <ul style="list-style-type: none"> Support for visa and moving procedures related to immigration for prospective employees residing overseas *Procedures are basically carried out through the vendor. Support for switching to VISA for prospective employees residing in Japan *Procedures are basically carried out through the vendor. Responding to inquiries from prospective employees regarding immigration and life start-up support (in English) Coordination and negotiation with related departments and organizations inside and outside the company Other clerical work associated with work (internal procedures, contract conclusion, etc.), etc. </p> <p><supplement> <ul style="list-style-type: none"> Currently, immigration support and VISA application work is often carried out in collaboration with external contractors in Japanese, so you can apply even if you have no knowledge in the field. There are times when you will communicate directly with the employee in English. Support is available to both new graduates and mid-career employees. </p>
Company Info	<p>◎You can work using your English skills!</p> <p>◎We have a comprehensive welfare program!</p>
Working Hours	Flexible working system (core time: 10:00-15:00)
Qualifications	<p><Requirements> <ul style="list-style-type: none"> Business level Japanese ability Business level English proficiency High communication skills Ability to respond flexibly and adjust accordingly </p> <p><Welcome requirements> <ul style="list-style-type: none"> Experience in accepting inbound tourists and supporting foreign employees Experience in human resources related work at a business company </p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)

Salary	JPY - Japanese Yen JPY 4500K - JPY 7000K
Salary Description	<ul style="list-style-type: none"> ■Various social insurance (employee pension, health insurance, employment insurance, workers' compensation insurance) ■Neighborhood housing allowance/relocation support fund ■Health checkup/gynecological checkup ■Influenza vaccination ■Book purchase assistance ■Corporate defined contribution pension ■Special benefits when using the following services (*limited to businesses under our contract) <ul style="list-style-type: none"> - Rental agency - Housekeeping service - babysitter - Online English conversation school
Holiday Description	<ul style="list-style-type: none"> ■Saturday, Sunday ■Holidays ■Summer vacation ■Winter vacation ■New Year holidays ■Special leave ■Annual paid leave
Job Contract Period	Full-time employment
Nearest Station	Tamachi Station