

Job Detail

Staff Level

Position Title	【新卒採用担当】～8.5M 外資系大手金融機関 在宅フレックス有
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	General Affairs/HR/Legal - HR (Recruiting)
Industry	Banking/Securities
Location	Asia Japan Tokyo
Job Description	<p>大手外資系金融機関にて新卒採用担当のご案内です。在宅・フレックス勤務可能、グローバルな環境での就業です。</p> <p>Description</p> <p>Perform routine operational or administrative work for campus recruiting under tight deadlines Participate in managing campus recruiting selection processes for new staff at new graduate level Providing support across the entire firm or to multiple business lines/areas for campus recruiting activities (domestic/international) Administer defined procedures, analyses, marketing events, and report preparation Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding, its clients and assets, by driving compliance with applicable laws, rules and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct and business practices, and escalating, managing and reporting control issues with transparency.</p> <p>Profile</p> <p>Business-level English / Japanese bilingual capability is a must Strong Data Analytical Skills utilizing Excel and relevant systems Proficient in Microsoft Office (Excel, PPT, Word, Outlook) and HR related systems 2-4 years of relevant experience</p> <p>Job Offer</p> <p>勤務地：東京都千代田区大手町 開始時期：即日～</p> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Masako Horikoshi on +813 6832 8957.</p>
Company Info	アメリカに本社を構えるグローバルな金融機関です。
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 8000K - JPY 8500K