

## Job Detail

Staff Level

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| Position Title      | [Human Resources] Fintech company/Utilize your English skills <Remote work available> <Flexible work hours> <Over 120 days of holiday per year>   |
| 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 | 2024-05-15 / 2024-05-16   |
| Job Type            | General Affairs/HR/Legal - HR (Recruiting)<br>General Affairs/HR/Legal - Trainer (Education/Training)<br>General Affairs/HR/Legal - HR (L&R)  |
| Industry            | IT - Other  |
| Location            | Asia Japan Tokyo  |
| Job Description     | <p>@Operates a cloud-based household accounting service with over 10 million users!</p> <p>@Japan's most cutting-edge Fintech company! With many foreign nationals working here, you can work in a global environment!</p> <p>&lt;Job type&gt;<br/>Human Resources/Recruitment Ops Manager<br/>*What is the job of a Recruitment Ops Manager?<br/>-Leads the improvement and execution of recruitment operations in each recruitment area together with recruiters<br/>-Responsible for coordination tasks such as schedule adjustments<br/>-Responsible for establishing a data analysis platform and analysis/reporting to improve recruitment activities</p> <p>&lt;Job content&gt;<br/>In this position, you will be responsible for the following tasks as the head of the Recruitment Ops team.</p> <p>-Management of a recruitment Ops organization of about a dozen people (including full-time employees, temporary employees, and part-time employees) (goal design/evaluation, considering team structure, recruiting members, etc.)</p> <p>Planning, proposing, and executing operational improvements related to recruitment activities<br/>-Data analysis and reporting related to recruitment activities<br/>-Management and optimization of the recruitment management system and various recruitment media and tools<br/>*In order to understand the work, we may ask you to do some manual recruitment coordination tasks (adjusting interview schedules, providing feedback, handling new employees, handling invoices and contracts, etc.) immediately after joining the company.<br/>*This position involves drawing up the mid- to long-term vision for the Recruiting Ops team and the entire recruiting organization, and leading the team's strengthening.</p> <p>Tools used:<br/> <ul style="list-style-type: none"> <li>• HRMOS</li> <li>• Sonar</li> <li>• Google Workspace</li> <li>• Slack</li> <li>• Asana</li> <li>• Other various recruitment media, internal manual tools, and contract-related tools</li> </ul> </p> |
| Company Info        | <ul style="list-style-type: none"> <li>◆ Hybrid work with two days a week in the office!</li> <li>◆ Flexible working hours!</li> <li>◆ Put your language skills to good use!</li> </ul>   |
| Working Hours       | <ul style="list-style-type: none"> <li>◆ Flextime system</li> <li>- Flexible time: 7:00-22:00</li> <li>- Core time: 10:00-15:00, 9:30-14:30</li> </ul>  |

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| Qualifications      | <p>[Desired skills and experience]</p> <ul style="list-style-type: none"> <li>◆Experience as a recruiter or in recruitment operations</li> <li>◆Experience with an annual target of 100 people or more, or experience in recruiting multiple positions is preferred</li> <li>◆Experience in systematizing and streamlining recruitment processes and operations</li> <li>◆Team management experience (experience in a managerial position is preferred)</li> <li>◆Recruitment experience using a recruitment management system</li> </ul> <p>[Desired skills and experience]</p> <ul style="list-style-type: none"> <li>◆Experience building operations in companies of different business scales (startups and enterprise companies, etc.)</li> <li>◆Experience in recruiting both new graduates and mid-career employees</li> <li>◆Experience in automating and streamlining operations using Zapier and GAS</li> <li>◆Experience in data preparation and analysis</li> <li>◆Knowledge and experience of global recruitment</li> <li>◆English proficiency (email correspondence, etc.)</li> </ul> |
| English Level       | Business Conversation Level (TOEIC 735-860)   |
| Japanese Level      | Business Level(JLPT Level 2 or N2)  |
| Salary              | JPY - Japanese Yen JPY 5500K - JPY 8000K  |
| Salary Description  | <ul style="list-style-type: none"> <li>◆Monthly salary system</li> <li>*Includes fixed allowance for 45 hours of work overtime and legal holidays, and 40 hours of late-night work</li> <li>◆Salary example</li> <li>In the case of 434,000 yen per month (5,208,000 yen per year) to 667,000 yen (8,004,000 yen per year),</li> <li>Each includes a fixed allowance of 125,475 yen to 192,785 yen per month.</li> </ul>  |
| Holiday Description | <ul style="list-style-type: none"> <li>◆Saturday and Sunday</li> <li>◆Holidays</li> <li>◆Summer vacation</li> <li>◆Winter vacation</li> <li>◆ Year-end and New Year holidays</li> <li>◆Special leave</li> <li>◆ Annual paid vacation</li> </ul>   |
| Job Contract Period | full-time employee  |
| Nearest Station     | Tamachi Station   |