

Business Sweden, BSS (Business Support Service) HR Administrator

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Company name

Business Sweden

Job description

Key responsibilities

- HR service to BSS clients (Employees of their Japanese entity)
 - On/Off boarding support
 - Social / Labor insurance arrangement with external experts
 - Work visa arrangement with external expert
 - Documentation and arrangement for employees leave benefits (maternity leave, childcare leave etc.)
 - Support for various procedures related to employee benefits.
 - Year-end adjustment arrangement
 - Support to create or revise Employment Agreement or RoE (Rule of Employment) with external expert
 - Organize and maintain personnel records.

- General affairs related work
 - **Take care of corporate credit cards for clients**
 - Answering phone calls (including those for clients of shared/virtual office services in case BSS Administrator is absent)
 - Sending and receiving postal mails
 - Support for office events

Working hours

- 09:00 to 18:00 (including 1 hour break, 40 hours per week)

Qualifications

- Experience of HR in international company
- Knowledge of Japanese labour law
- Fluency in Japanese, proficiency in English

Key Competencies and Personal profile

- Service-minded with a problem-solving approach
- Ability to build good relationships with clients.
- Team player who likes collaborating with BI&O Specialists, the window person of each client who is mainly taking care of clients accounting but also monthly payroll

Business Sweden:

The semi-governmental organization Business Sweden, aka the Swedish Trade & Invest Council is located at the Embassy of Sweden in Tokyo.

Business Sweden's role is to help Swedish companies to reach their full international potential and therefore offer professional services in all phases of a company's internationalization process, from strategic advice to establishment support on a new market. For more details about Business Sweden, please visit our website: www.business-sweden.se

Swedish Trade & Invest BSO K.K. is part of Business Sweden's Japanese organization and provides a broad range of administrative back office support services e.g. office space, finance/accounting, HR/payroll services, and various admin supports to Swedish companies in Japan. Today about 35 companies are part of the incubator operations, whereof 20 are located in the Incubator office.

If you would like to apply for this position, please send your cv to: shiro.hosogai@business-sweden.se

Email

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