

## Job Description 2021-2022

**Title:** Human Resources Officer

**Reports to:** Business Manager

**Description:** The Human Resources Officer at Aoba-Japan International School is responsible for handling employee relations, payroll, benefits, and regulations. The Human Resources officer coordinates the administrative functions of an organization and links the school's management with its employees.

### Overarching Responsibilities:

- Support the development and implementation of group-wide HR initiatives and systems
- Work closely with various departments, assisting line managers to understand and implement policies and procedures
- Ensure the school's HR policies are clearly communicated to all staff in the school.
- Collaborate with the business manager to ensure that all recruitment, performance management, working conditions, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Involve in the recruitment process by preparing job descriptions, posting ads and managing the hiring process
- Assist in the implementation of effective onboarding plans
- Administer payroll, pensions and benefit and maintain employee records according to policy and legal requirements
- Look after the health, safety and welfare of all employees
- Take a key role in the integration of back office operations amongst the group schools
- Ensure that implementation of the new SIS system provides utmost information sharing structure for relevant parties

### General

- Answer incoming phone calls
- Support miscellaneous school operation
- Contribute positively to the school climate and be a positive representative of the school in the community

This job description is not intended to be all inclusive and the employee will also handle other duties under the instructions the Group Head of Schools, Principals, and the Business Manager

### Qualifications, Skills and Experience:

- Undergraduate degree
- 5 years of relevant professional experience
- Bilingual abilities preferred (Japanese & English)
- Effective writing, organizational, and verbal skills
- Ability to integrate technology into work
- Commitment to learning new technology
- Commitment to being a team player and contributing member of the A-JIS Community