



Full Remote - HRGA standalone Up to JPY15M 👍 Exclusive job

Job Information

Temp Agency

Randstad K.K., Professionals

Hiring Company

IT consulting company

Job ID

1464149

Industry

IT Consulting

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

8 million yen ~ Negotiable, based on experience

Refreshed

October 8th, 2025 04:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Contribute to the implementation, design and facilitation of learning & development programs including upskilling and reskilling initiatives within the organization.
- Coordinate employee feedback mechanisms, including surveys and data analysis always with a mindset of continuous improvement.
- Assist and facilitate the performance review cycles, performance check ins and calibration meetings.

- Maintain and update employee records ensuring accuracy and compliance with internal and local legal standards.
- Manage key HR lifecycle operations, including onboarding and offboarding workflows, document preparation (e.g., contracts, offer letters), and system setup.

Company Description