

「プロだからわかる、あなたのスキルが活躍の場所」
60以上の業界・職種に特化した専門チームがサポート

Robert—
Walters

【英語を活かす】人事サービスデリバリースペシャリスト/ HR Service Delivery Specialist

医療機器メーカーにて、人事サービスデリバリースペシャリストの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

医療機器メーカー

Job ID

1539428

Industry

Medical Device

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 10 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

June 11th, 2025 06:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global medical device company is searching for an HR Service Delivery Specialist. The chosen candidate will be in charge of driving positive employee experience, process standardisation, and automation.

A global medical device company that is committed to helping people improve their quality of life. With operations worldwide, this company has long been recognised in providing innovative products.

Keywords:

Job Ref: T5HAUT

Responsibilities:

- Support and execute end-to-end employee lifecycle master data administration and transactional related topics
- Provide guidance and empower employees to self-serve in various system processes within SuccessFactors
- Analyse customer's requirements and frequently asked questions to develop reference materials or knowledge articles
- Create process documentations and work instructions to support HR Service Delivery's operations
- Ensure timely updates and reviews on HR Service Delivery process documentations and work instructions
- Perform regular review and check on data to ensure accuracy and data integrity
- Analyse data and trends to identify potential system and process risk
- Support troubleshooting operations escalations, system testing, HR operations related projects, internal and external audit activities

Requirements:

- More than 2 years of Shared Services experience
- Hands-on experience with SuccessFactors and Human Capital Management (HCM)
- Strong understanding of employee lifecycle, HR policies, processes, and HR systems
- Skilled in MS Office; advanced level MS Excel
- Excellent interpersonal skills
- Proficient in written and verbal Japanese and English (other Asian languages are advantageous)

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.