



人事＋総務スペシャリスト | HR & ADMIN SPECIALIST – JAPAN

クリエイティブ/土日祝休み/残業少/スタートアップ/英語を活かせる/外資系企業

Job Information

Hiring Company

WPIC Technology Japan G.K.

Job ID

1544696

Industry

Digital Marketing

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7.5 million yen

Work Hours

9:00am to 6:00pm

Refreshed

July 28th, 2025 10:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Who We Are

WPIC Marketing + Technologies drives revenue for global brands in China, Japan, Korea, and SEA through data, analytics, e-commerce solutions, warehousing and logistics, and essential support services. With around 400 employees in offices across 9 cities, WPIC is the world's leading APAC e-commerce and technology consultancy. Our team provides end-to-end market entry and growth solutions for global brands looking to succeed in APAC. With more than 15 years of on-the-ground experience, WPIC has successfully deployed over 650 organizations in the APAC region.

Highlights of What You'll Do

Reporting to the CEO, you will play a crucial role in supporting our human resources and administrative functions in Japan, ensuring smooth operations and fostering an engaging, positive, and high-performing work environment. A typical day will involve:

- **HR Administration:**
 - Manage all aspect of the employee lifecycle in Japan, including recruitment and selection, hiring and onboarding, company orientation, offboarding, and employee records management
 - Handle payroll processing and ensure compliance with local labor laws and regulations
 - Maintain HR policies and procedures, ensuring alignment with Company values and legal requirements
 - Support performance management processes, including goal setting, performance evaluations, and employee development initiatives
- **Recruitment and Talent Acquisition:**
 - Own the recruitment process, including job postings, interviews, and reference checks
 - Collaborate with department heads to identify staffing needs and talent development opportunities; coordinate to facilitate the interview process and ensure a positive candidate experience
- **Training and Development:**
 - Support in creating localized training and development programs to enhance employee skills and career progression
- **Employee Relations:**
 - Handle employee relations issues and conflict resolution in accordance with company policies and legal requirements in Japan
 - Ensure fair and consistent application of HR policies and procedures
- **Administrative Support:**
 - Manage office facilities and supplies when needed
 - Ensure seamless administrative operations, including tax filing and vendor payments in partnership with the Finance team
 - Handle general administrative tasks in Japan as required
- **Compliance and Legal Support:**
 - Stay updated on labor laws, regulations, and compliance requirements in Japan

What We'll Give You

Job Details:

Employment type: Full-time or part-time employment opportunities possible

Working hours: Typical working hours are 9:00am to 6:00pm, but core hours are not required. Employees are encouraged to flex their hours according to team and company needs

Holidays: Saturdays, Sundays, and national holidays in accordance with Japanese public holidays

Annual leave: 10 days after 6 months; increasing according to applicable labor standards

Total combined holidays and annual leave: 120 days + 10 days paid leave after 6 months

Annual salary range: Commensurate with experience

Growth Opportunities:

- High potential for advancement in a fast-growing company

Where You'll Work

On-site at an office located in Minato-ku, 3 minutes walk from Gaienmae Station.

Due to the international nature of our work, your working time and working place might be adjusted including work from home.

Required Skills

Who You Are

You are a highly organized, self-disciplined, and self-motivated individual with a passion for people operations. As the HR & Admin Specialist, you will play a pivotal role in creating a positive work environment where employees can thrive and contribute to the success of our company. Although you are data-driven and analytical, you are also a creative thinker – you are balanced in both IQ and EQ and can easily build relationships with applicants, vendors, colleagues, and company executives. Your dedication to excellence and your ability to manage multiple tasks with professionalism and discretion will be instrumental in driving our HR and administrative functions forward in Japan.

What You'll Bring Along

Must-Haves:

- 2-5 years of progressive HR and administration experience

- Strong knowledge of HR best practices, employment law, payroll, and compliance standards in Japan
- Team player with strong interpersonal skills; ability to work collaboratively with cross-functional and geographically dispersed teams
- Demonstrated ability to self-manage with a keen initiative; entrepreneurial and able to work with minimal supervision
- Excellent ability to communicate confidently, verbally and in writing; a skilled communicator virtually and in person
- Fluency in Japanese; professional-level ability in English
- Exceptional working knowledge of Microsoft 365, including advanced skills in Teams, Outlook, PPT, and Excel

Nice-to-Haves:

- Agency or professional services experience is an asset
- Experience in a multinational environment or at a global company is an asset
- Degree or diploma in Human Resources Management, Business Administration, or a related field

職種 : HR&Admin Specialist (日本)

雇用形態 : フルタイム、正社員 (試用期間6か月間は契約社員)

勤務地 : 外苑前駅徒歩3分 (週3日以上の出社)

勤務時間 : 9-18時 (コアタイムなしのフレックスタイム制)

休日 : 土日祝日および年末年始休暇

有給休暇 : 入社半年後10日付与 (法定通り)

福利厚生 : 各種保険完備 (法定通り)、ノートPC支給、交通費支給、室内禁煙

Company Profile

社名 : WPIC Technology Japan 合同会社

設立 : 2019年4月24日

代表 : Joseph Cooke

資本金: 1,000万円

所在地 : 〒1030027 東京都中央区日本橋3丁目9番1号日本橋三丁目スクエア11階

事業内容 :

物流からSNS施策までを一気通貫で担うグローバルマーケティングエージェンシー

- ・ デジタルマーケティングおよびECコンサルティング事業
- ・ グローバルブランドをメインとしたeコマース支援、EC運営代行
- ・ EC関連技術開発

Company Description