



## 【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**

1545009

**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**

July 2nd, 2025 07:00

### 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:**

人事, 医療機器, メーカー, 管理, 外資系

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)

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**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.