



## 【英語を活かす】人事スペシャリスト/HR Specialist

金融サービス会社にて、人事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**

金融サービス会社

**Job ID**

1554955

**Industry**

Other (Banking and Financial Services)

**Job Type**

Permanent Full-time

**Location**

Kanagawa Prefecture

**Salary**

7 million yen ~ 11 million yen

**Work Hours**

お問い合わせください

**Refreshed**

August 27th, 2025 01:00

### 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 renowned financial services company is seeking an HR Specialist. The successful candidate will manage HR operations while driving process improvements.

**Responsibilities:**

- Execute HR processes in compliance, payroll, absence management, time tracking, benefits, and employee data management
- Deliver excellent service for employee-facing processes
- Develop expertise across HR operational areas and support continuous improvement initiatives
- Maintain HR operations knowledge database and prepare operational reports
- Monitor HR operational metrics to support decision-making
- Identify and recommend efficiency enhancements in HR processes

**Requirements:**

- Bachelor's degree or equivalent is ideal
- Understanding of business process improvement best practices
- Prior understanding of HR approaches, tools, and techniques

- Knowledge of gathering data for analysis and business processes
- Prior knowledge of customer service concepts and techniques
- Familiarity with various methods of collecting information

**About the Company:**

This financial services organisation prides itself on the high level of quality of its services and the support it provides to its customers.

**Keywords:**

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

Job Ref: G0YTCW

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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.