

MichaelPage

www.michaelpage.co.jp

Confidential Operation HR Data Management Role

HR Operation

Job Information

Recruiter

Michael Page

Job ID

1555125

Industry

Medical Device

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 8 million yen

Salary Bonuses

Bonuses included in indicated salary.

Salary Commission

Commission included in indicated salary.

Refreshed

August 14th, 2025 14:53

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This Confidential Operation HR Data Management role is a fantastic opportunity within the healthcare industry to manage HR data systems and support organizational efficiency. The position requires a strong understanding of HR processes and data management to ensure accuracy and compliance.

Client Details

This is a permanent role with a small-sized healthcare organization that focuses on delivering innovative solutions to improve lives. The company is committed to operational excellence and fostering a professional work environment.

Description

- Manage and maintain HR data systems to ensure accuracy and compliance with internal policies.
- Support the HR department by generating reports and analyzing workforce data.
- Collaborate with internal teams to improve data workflows and processes.

Job Offer

- Competitive salary range of approximately JPY 6300000 to JPY 7700000 annually.
- Generous 13% performance-based bonus.
- Permanent position within the healthcare industry offering long-term career prospects.
- Opportunity to work in a professional and supportive environment.
- Engage in impactful work that supports organizational success through HR data management.

If you are ready to take the next step in your career, apply now to join a professional team dedicated to excellence in human resources and data management.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

Required Skills

- Knowledge of HR systems and data workflows.
- Familiarity with data protection regulations and compliance requirements.
- Strong analytical skills and attention to detail for data accuracy.

Company Description

This is a permanent role with a small-sized healthcare organization that focuses on delivering innovative solutions to improve lives. The company is committed to operational excellence and fostering a professional work environment.