

【英語を活かす】人事ソリューションスペシャリスト/ HR Solution Specialist

グローバルIT企業にて、人事ソリューション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

グローバルIT企業

Job ID

1556905

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 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

February 4th, 2026 03:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global IT company is looking for an HR Solution Specialist. The selected candidate will manage data analysis, HR system administration, and improve HR project implementation.

An IT company specializing in information and communication services, with a primary focus on the telecom sector. Providing a range of solutions to meet the evolving needs of businesses and consumers.

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: WDZ16O

Responsibilities:

- Collect and analyse HR-related data using Microsoft Excel

- Update and optimise HR system templates using VBA
- Manage internal HR systems and serve as liaison with global headquarters
- Communicate with stores/ HRBP to control HR KPIs
- Identify and resolve risks during project implementation
- Collaborate with teams to improve HR processes and promote digital transformation

Requirements:

- Experience handling huge volume of personal or financial information
- Prior experience as data analyst and accounting is preferred
- Proficient in MS Office Suite
- Native level Japanese; business level English

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.