



PR/118211 | Regional HR project coordinator

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1559363

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Belgium

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 11:16

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese trading company

Position: Regional HR project coordinator

Location: Brussels

Salary: EUR3500-3900/month

Responsibilities:

Drive or support various HR initiatives, including digital transformation (HRIS), talent management, compensation and benefits, learning and development, and diversity, equity & inclusion (DE&I)

Collaborate closely with local HR teams, Japanese headquarters, and cross-functional departments across corporate and sales functions

Implement and maintain local and regional HR policies and procedures

Provide support in HR operations, including recruitment, onboarding, and general administrative tasks

Administer and enhance HRIS platforms, particularly Cornerstone OnDemand

Generate and analyze HR reports to support regional leadership decision-making

Occasional business travel may be required

Responsibilities may evolve based on individual performance, initiative, and areas of interest

Requirements:

Recent graduate in Human Resources, Business Management, or International Relations from a recognized European institution

Fluency in English is required; proficiency in French, Dutch, or Japanese is considered an asset

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description