



## HR Operations Support - Global Company Exclusive job

### Job Information

**Temp Agency**

Randstad K.K., Professionals

**Job ID**

1559654

**Industry**

Other (Medical, Pharmaceutical)

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

January 30th, 2026 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**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

**Key Responsibilities:**

Provide administrative support across HR operations (e.g., employee data management, HR system updates, documentation).

Assist with recruitment operations, onboarding, and offboarding processes.

Prepare HR-related reports, maintain employee records, and ensure compliance with internal policies.

Support payroll and benefits administration activities as needed.

Coordinate with internal stakeholders and respond to employee queries in a timely manner.

Contribute to process improvements and ensure high standards of accuracy and confidentiality.

**Qualifications & Requirements:**

Previous experience in HR operations or administrative support roles.

Familiarity with HR systems and MS Office applications.

Strong organizational skills and attention to detail.

Excellent communication and interpersonal skills.

Ability to manage multiple tasks and work effectively in a fast-paced environment.

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#### Company Description