



HR Operations Support - Global Company

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

December 5th, 2025 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.

Company Description