

Michael Page

www.michaelpage.co.jp

HR Operation

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Job Information

Recruiter[Michael Page](#)**Job ID**

1561696

Division

HR

Industry

Internet, Web Services

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 11 million yen

Salary Commission

Commission included in indicated salary.

Refreshed

October 15th, 2025 11:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The HR Operation professional will play a key role in managing and optimizing human resources processes within the organization. This position requires a strong understanding of HR operations, systems, and compliance to support the technology and telecoms industry.

Client Details

The hiring company is a small-sized organization operating within the technology and telecoms sector. They focus on providing innovative and cutting-edge solutions, fostering a professional and inclusive work environment.

Description

- Manage daily HR operations to keep processes smooth and compliant.
- Keep employee records and HR systems accurate and up to date.
- Handle payroll and benefits to ensure everything is processed correctly and on time.

Job Offer

Competitive salary range: JPY 8,100,000 - 11,000,000 per year (depending on experience)

Permanent position

Opportunity to work in the innovative technology and telecoms industry

Inclusive and supportive company culture

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

At least 5 years of experience in HR operations, including payroll and administration.

Bilingual proficiency in Japanese and English.

Strong knowledge of Japanese labor laws and compliance requirements.

Proficiency in HR systems and tools.

Company Description

The hiring company is a small-sized organization operating within the technology and telecoms sector. They focus on providing innovative and cutting-edge solutions, fostering a professional and inclusive work environment.