



HR Operation

外資系製薬メーカーでの募集です。 労務・労政のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系製薬メーカー

Job ID

1573870

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 10 million yen

Work Hours

08:30 ~ 17:15

Holidays

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 夏季休暇 年末年始 初年...

Refreshed

January 22nd, 2026 15:15

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2342844】

■Job Summary:

We are seeking an experienced and proactive HR Hire to Retire Associate to join our P O Operations team.

In this role you will be responsible for driving end to end HR operational excellence across our employee's lifecycle benefits administration and time attendance processes you will be accountable for meeting defined KPI (Service Levels Internal controls ie. 4eye reviews)

You will act as a key point of contact for employees and managers ensuring compliance with local regulations and supporting best in class employee experience.

■Key Responsibilities:

Employee Lifecycle Management

- Own and execute core HR processes from onboarding to offboarding including contract management internal mobility and data changes.
- Collaborate closely with P O Business Partners Talent Acquisition Payroll Technology teams to ensure seamless employee experience.
- Maintain accurate and up to date employee records in HCM systems (e.g. Workday SAP/HR Core SHAPEiN) .
- Ensure all transactions are documented in our Case Management System and processed within the defined Service Level Agreement and Key Performance Indicators (Turnaround time first time right rate)
- Identify process improvement opportunities and support global or regional HR projects.

Benefits Administration

- Oversee benefits related processes such as enrollment life events and terminations.
- Provide expert support to employees on benefit offerings policies and provider escalations.
- Ensure compliance with local legal requirements and internal policies related to benefits.

Time Attendance

- Manage time and attendance solutions ensuring accurate tracking of working hours absences and leaves.
- Support line managers and employees in resolving issues and interpreting policies.
- Ensure compliance with local labor laws union agreements (if applicable) and internal timekeeping policies.

Operational Excellence

- Ensure consistent adherence to Global and Local HR Policies labor regulations and Data Protection Standards (GDPR)
- Maintain audit ready documentation and follow robust process controls including segregation of duties and 4eye reviews.
- Support Internal Audits whi timely accurate documentation and responses.
- Contribute to regular reporting of operational performance identifying root causes for SLA breaches quality issues and implementing corrective actions.

Required Skills

■Qualifications:

- 3 - 5 years of experience in HR Operations ideally in the pharmaceutical or regulated industry
- Strong working knowledge of local labor law and HR compliance requirements
- Advanced experience with HRIS systems (e.g. Workday SAP ServiceNow) and time management tools
- Excellent communication Skills and ability to manage complex stakeholder relationships.
- Strong interpersonal stakeholder management and problem solving skills
- High attention to detail and commitment to data accuracy
- Ability to work in a fast paced matrix organization.
- Deep understanding of Operational Metrics (SLA KPI quality audits)

■Languages:

- Fluent in [Advanced business Japanese and English (written and spoken)
 - Additional languages are an advantage
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Company Description

ご紹介時にご案内いたします