



Understanding People

HR Generalist 人事ジェネラリスト (テック企業)

Hybrid work environment

Job Information

Recruiter

Specialized Group

Job ID

1581583

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

March 20th, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

HR Generalist 人事ジェネラリスト - Tech テック (Hybrid, Fast-moving)

Our client, a Fortune 200 technology company listed on the NYSE, is seeking an HR Generalist - Tech to join their team. This role offers the opportunity to enhance HR processes and contribute to a dynamic and fast-paced environment. Enjoy the benefits of a hybrid work setup and the chance to work in an energetic and innovative industry.

Key Responsibilities:

- Support employee onboarding and offboarding processes
- Advise managers on HR-related issues, including labor law compliance
- Manage employee attendance and leave records
- Respond to employee inquiries about HR policies

- - Propose and implement HR process improvements
- - Plan and execute HR-related projects
- - Assist in developing talent management strategies
- - Enhance employee engagement through strategic initiatives

Qualifications:

- - 3-5 years HR admin or operations experience
- - Business-level proficiency in Japanese and English
- - Understanding of labor law and compliance
- - Experience in fast-paced or startup environments

Company Description