



Understanding People

## Global Mobility Specialist / 海外人事担当

Fortune 150 tech company, hybrid

### Job Information

#### Recruiter

Specialized Group

#### Job ID

1583697

#### Industry

Other (IT, Internet, Gaming)

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

Negotiable, based on experience

#### Refreshed

April 6th, 2026 01:00

### 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

#### Global Mobility Specialist グローバルモビリティスペシャリスト | Dynamic IT (Hybrid working)

Our client, a Fortune 150 technology company listed on the NYSE, is seeking a Global Mobility Specialist to enhance their dynamic IT team. This role offers the opportunity to support the onboarding of international executives and employees, ensuring a seamless transition to Japan. Enjoy the benefits of a hybrid working environment in a fast-moving, global setting.

#### Key Responsibilities:

- Manage visa and residency processes for foreign employees
- Coordinate onboarding for executives relocating to Japan
- Support expatriates with travel, housing, and settling in Japan
- Improve and standardize global mobility processes

**Qualifications:**

- Experience in visa and residency processes
  - Business-level proficiency in Japanese and English
  - Experience in HR or global mobility in multinational companies is preferred but not mandatory
  - Experience with executive onboarding is preferred but not mandatory
  - Knowledge of Japanese immigration laws and procedures
  - Strong organizational skills for managing multiple tasks
  - Experience with process improvement and standardization
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Company Description