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## Early-Career HR Specialist (Up to 2 Years' Experience Only)

### HR Specialist

#### Job Information

##### Recruiter

Michael Page

##### Job ID

1586216

##### Industry

Electronics, Semiconductor

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Salary

5 million yen ~ 6 million yen

##### Refreshed

April 9th, 2026 14:30

#### General Requirements

##### Career Level

Mid Career

##### Minimum English Level

Fluent

##### Minimum Japanese Level

Native

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

No permission to work in Japan required

#### Job Description

This is an entry-level HR role designed for professionals at the early stage of their career, offering hands-on experience across core HR functions.

The role provides structured training, on-the-job learning, and long-term career development within a global organization.

#### Client Details

Our client is a **large multinational company in the technology and manufacturing sector**, operating globally with a strong presence in Japan.

They are well known for investing in talent development and building sustainable HR leadership pipelines.

#### Description

- Support day-to-day HR operations including recruitment, employee development, and HR programs
- Partner with internal stakeholders to support business and people initiatives
- Assist with HR data analysis, reporting, and process improvement
- Participate in training, talent development, and employee engagement activities
- Gain exposure to multiple HR functions through rotational or project-based assignments

### Job Offer

- A structured HR development program tailored for early-career talent
- Broad exposure across HR functions (generalist and specialist tracks)
- Mentorship and collaboration with experienced HR and business leaders
- Clear long-term career progression within a global organization

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Claire Bao on +81 3 6627 6074.

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### Required Skills

- Bachelor's degree in Human Resources, Business, Liberal Arts, or a related field
  - **Work experience requirement: 0-2 years of professional experience ONLY (candidates with more than 2 years' experience will not be considered)**
  - Strong communication and interpersonal skills
  - High learning agility and interest in building a long-term HR career
  - Ability to work collaboratively in a fast-paced environment
  - Good time management and organizational skills
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### Company Description

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