



## (Hybrid Work) Bilingual HR Operations in Yokohama!

### Job Information

**Recruiter**

[en world Japan K.K](#)

**Job ID**

1586680

**Industry**

Electronics, Semiconductor

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Contract

**Location**

Kanagawa Prefecture

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

June 9th, 2026 19:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Entry Level

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### HR Operations for Contingent Workforce

Salary: – ¥7M (Negotiable based on experience)

#### About the Company

A global leader in the semiconductor equipment industry, this organization operates as the Japan entity of a U.S.-based company. With multiple service centers across Japan, it supports advanced manufacturing and technology operations nationwide.

#### Overview

We are looking for a **Contract Specialist** to support the Contingent Workforce Program in Japan. This role focuses on managing contracts for temporary (dispatch) employees across engineering and back-office functions.

You will work closely with global stakeholders, including a U.S.-based Director, and play a key role in ensuring smooth operations, compliance, and stakeholder coordination.

**Key Responsibilities**

- Manage day-to-day operations of the contingent workforce program using a Vendor Management System (VMS)
- Oversee and administer contracts for dispatch (haken) employees
- Support managers and vendors with program policies, processes, and training
- Handle invoice processing and ensure accuracy through the VMS
- Act as the main escalation point for contingent worker-related issues
- Coordinate onboarding and offboarding processes
- Collaborate with global teams on projects and quarterly initiatives
- Maintain process documentation and ensure clear communication with stakeholders
- Build strong relationships with staffing vendors and ensure compliance
- Identify operational issues and propose effective solutions

**Why Apply?**

- Opportunity to work in a global, structured environment
- Exposure to international stakeholders and programs
- Develop expertise in workforce management and operations
- Hybrid work style with flexibility

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**Required Skills****Requirements**

- Business to advanced level English (ability to communicate with global stakeholders)
- Strong communication skills with the ability to work across different teams and levels
- Experience in administration, contract management, or coordination roles
- Ability to manage multiple tasks, prioritize, and meet deadlines
- High attention to detail and problem-solving mindset
- Proficiency in Microsoft Office (Excel, PowerPoint, etc.)
- Bachelor's degree preferred (or equivalent experience)

**Preferred Experience**

- Experience in HR operations, contingent workforce, or vendor management
- Familiarity with staffing/dispatch (haken) environments
- Experience working in a multinational or matrix organization

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**Company Description**