(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
November 24th, 2026 19:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

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

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

Company Description