



(Hybrid Work) Learning and Development / 研修担当

## Job Information

### Recruiter

[en world Japan K.K](#)

### Job ID

1589610

### Industry

Electronics, Semiconductor

### Company Type

Small/Medium Company (300 employees or less)

### Job Type

Contract

### Location

Kanagawa Prefecture, Yokohama-shi Minami-ku

### Salary

5 million yen ~ 7 million yen

### Refreshed

May 6th, 2026 00:00

## 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

### L&D Specialist

**Salary:** ¥5M – ¥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.-headquartered company. With a strong presence across Japan and multiple service locations, it supports advanced manufacturing and technology operations nationwide.

### Overview

We are seeking an L&D Specialist to support onboarding and learning & development initiatives in Japan. This role focuses on coordinating and delivering onboarding programs, supporting training initiatives, and ensuring a smooth new-hire

experience.

You will work closely with both local and global stakeholders, including teams based in the U.S., acting as a key liaison to ensure alignment, timely execution, and effective communication across functions.

---

## Required Skills

### Key Responsibilities

- Act as a liaison between HR, Learning & Development teams, and internal stakeholders to ensure smooth program execution
- Support the design, coordination, and delivery of onboarding and assimilation programs (30/60/90/120-day milestones)
- Assist in converting onboarding content into web-based training formats in collaboration with global teams
- Coordinate timelines, track progress, and manage key project checkpoints for training initiatives
- Support recurring onboarding programs such as new graduate induction and internal training cycles
- Manage scheduling, logistics, and communication for training sessions and programs
- Maintain accurate tracking of participation, progress, and program effectiveness
- Collaborate with internal teams and external partners to ensure high-quality program delivery
- Identify process improvement opportunities and propose practical solutions
- Ensure clear and consistent communication across stakeholders

### Why Apply?

- Opportunity to work in a global and structured organization
  - Exposure to international stakeholders and learning programs
  - Develop expertise in onboarding, L&D, and program coordination
  - Hybrid working style with flexibility
  - Potential for contract renewal and long-term career growth
- 

## Company Description