(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
November 4th, 2026 04:00

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

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