

HR Shared Services Partner - Life Sciences | Hybrid Tokyo

HR Shared Services Partner

Job Information

Recruiter

[Michael Page](#)

Job ID

1589753

Industry

Medical Device

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 11 million yen

Refreshed

April 24th, 2026 13:11

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This role is responsible for delivering end-to-end HR operations and shared services for the Japan business within a global life sciences organisation. It offers a hands-on, hybrid opportunity to work closely with local and regional HR teams in a stable, well-established environment.

Client Details

Our client is a **global life sciences and advanced manufacturing organisation** with a long-established and stable presence in Japan. The Japan business operates in a collaborative, professional HR environment with strong regional support and well-defined processes.

Description

HR Operations & Shared Services

- Deliver end-to-end HR operations for the Japan employee population
- Manage payroll processes through external vendors and ensure accuracy
- Handle core HR administration across the full employee lifecycle
- Maintain HR records and ensure compliance with Japanese labour laws and internal policies
- Support Japan-specific HR processes including attendance management, payroll & social insurance, and complex

- leave arrangements
- Act as a primary point of contact for employee HR operations enquiries

HR Systems & Regional Collaboration

- Work with HR systems such as Workday or similar platforms
- Partner closely with the Japan HRBP and regional HR Shared Services teams
- Ensure smooth HR operational workflows across local and regional stakeholders

Job Offer

- Hybrid working style with high flexibility and no core working hours
- Stable role within a global **life sciences** organisation
- Strong collaboration with regional HR teams
- Competitive compensation
- Tokyo-based position with a professional and supportive HR environment

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.

Required Skills

- Solid experience in **HR Operations or HR Shared Services** within Japan
 - Payroll experience or strong coordination exposure with payroll vendors
 - Good understanding of Japanese HR practices, including attendance and leave systems
 - Comfortable working with HR systems; Workday experience is an advantage
 - Detail-oriented, hands-on, and confident owning HR operations end-to-end
 - Approachable communication style with the ability to support employees directly
 - Native-level Japanese and business-level English
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Company Description

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