



## Japan Office Sr. HR Specialist (Specialist~Manager Level)

### Job Information

**Hiring Company**

[SyncHealth Ltd.](#)

**Job ID**

1589859

**Industry**

Internet, Web Services

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

Negotiable, based on experience

**Work Hours**

In accordance with company regulations

**Holidays**

In accordance with company regulations

**Refreshed**

May 11th, 2026 06:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

**«Job Description & Position Highlights»**

- HR Manager responsible for HR strategy, recruitment, labor relations, and general administrative affairs for the Japan office
- The role offers significant autonomy to lead the development of strategy and culture for the Japan organization in collaboration with the Taiwan headquarters
- This position provides growth opportunities to play a central role in organizational expansion, including IPO preparations and the design of performance evaluation systems
- Work with a high degree of autonomy in a startup environment while leveraging flexible policies to contribute on a global scale

**[Job Responsibilities]**

## &lt;Role Impact&gt;

As the HR Manager for our Japan office, you will be the backbone of our local growth. Reporting directly to the Japan GM and collaborating closely with the Taiwan HQ HR team, you are responsible for ensuring that our most asset, our people, is managed with excellence.

You will not only manage daily HR and GA operations but also serve as a strategic advisor to management. Your ability to attract top talent and foster a high-performance culture will be the decisive factor in Health2Sync's success in the competitive Japanese market.

## &lt;Responsibilities&gt;

## 1. HR Strategy &amp; Policy Implementation

- Design and execute the Japan talent strategy (recruitment, training, performance, and retention) in alignment with Taiwan HQ.
- Partner with leadership to ensure HR policies support business objectives and organizational health.
- Monitor HR metrics and continuously improve recruitment efficiency and operational quality.

## 2. Talent Acquisition &amp; Onboarding

- Lead the end-to-end recruitment process in Japan, managing diverse channels (Job boards, SNS, etc.).
- Build and maintain relationships with recruitment agencies and manage the talent pipeline.
- Oversee candidate screening, interviewing, and the entire onboarding/offboarding lifecycle.

## 3. Org Development &amp; Performance Management

- Facilitate the localization of OKR/KPI systems within the Japan team.
- Assist in designing performance evaluation standards and the annual appraisal cycle.
- Manage attendance, payroll processing oversight, and compensation/benefits administration.

## 4. Corporate Culture &amp; Employee Experience

- Plan and execute employee engagement activities, benefit programs, and internal communication plans.
- Drive initiatives to enhance employee engagement and strengthen our Employer Brand in Japan.

## 5. Strategic HR Projects

- Support HR and equity-related tasks (e.g., stock options) during the IPO preparation phase.
- Participate in cross-functional projects as a people-operations expert.

## 6. General Affairs (GA) &amp; Office Management

- Oversee facility management, internal policy drafting, contract management, and general office operations to support a scaling organization.

## &lt;What You Will Bring&gt;

In this role, you will be more than an HR professional; you will be the culture-bearer and organizational builder of our Japan office. You bring the expertise to navigate the complexities of Japanese labor markets and the vision to build a world-class team. By ensuring a seamless employee experience and operational stability, you will enable Health2Sync to attract the best minds in digital health and drive our mission forward across Asia.

## &lt;Why Join Us&gt;

- **Strategic Influence:** Be a key architect in building the Japan team from the ground up, directly influencing the company's organizational DNA.
- **Global Synergy:** Work as a strategic bridge between the Japan office and Taiwan HQ to implement unified yet localized HR initiatives.
- **Dynamic Leadership:** Collaborate directly with the Japan General Manager (GM) to align human capital with business growth strategies.
- **Holistic Experience:** Manage a broad spectrum of functions, from high-level talent strategy and performance management to office operations and IPO readiness.
- **Startup Culture:** Thrive in a fast-paced environment that rewards proactivity, adaptability, and an entrepreneurial mindset.

## &lt;About Us | Health X Tech&gt;

A Digital Health Team from Taiwan, Scaling Across Asia.

Health2Sync (7851.TW) is Asia's leading AI-powered digital health platform for chronic disease management. We are dedicated to enhancing the efficiency of prevention and long-term health management through data and technology. Following our official listing on the Taiwan Emerging Stock Market in November 2025, we have continued to accelerate our international expansion, achieving significant milestones in Japan's corporate wellness sector.

Our Digital Health Service for Health Insurance Societies (Kenpo) has been adopted by Japanese industry leaders such as Hitachi and NTT, covering over 180,000 employees. By leveraging AI and personalized health coaching, we assist corporations in driving chronic disease prevention. Results have shown that a majority of participating employees successfully improved key health indicators in a short period, earning high praise from Japanese enterprises.

As the Japanese market grows rapidly, Health2Sync now serves several of the top ten health insurance societies in Japan. Our Japan operations have become a primary engine for the company's overall growth. We are now expanding our Japan team and invite you—who aspire to develop your career in Japan and participate in the growth of international digital health—to join us.

**[Employment Type]**

Permanent employee  
(Specialist ~ Manager level)

**[Salary]**

Based on experience and skill level

**[Working Hours]**

In accordance with company regulations

**[Work Location]**

In accordance with company regulations

**[Holidays & Leave]**

In accordance with company regulations

**[Benefits & Welfare]**

In accordance with company regulations

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Required Skills

**[Requirements]**

- 8+ years of professional HR experience, with at least 3 years focused on Talent Acquisition.
- Deep understanding of the Japanese Labor Standards Act and local HR/labor regulations.
- Native-level Japanese (must be able to handle complex legal and labor relations).
- Proactive mindset with the ability to provide strategic advice to executive leadership.
- High flexibility and adaptability to thrive in a fast-changing tech startup environment.

**[Nice to Have]**

- Previous experience in a startup or a multinational corporation (MNC).
- Basic communication skills in English or Chinese (to facilitate collaboration with Taiwan HQ).
- Experience in IPO-related HR preparation or organizational scaling.

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Company Description