



Understanding People

HR Operations Specialist | 人事オペレーションスペシャリスト

Global investment firm, APAC region

Job Information

Recruiter

Specialized Group

Job ID

1591417

Industry

Private Equity Fund, Venture Capital

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 11th, 2026 20:16

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

HR Operations Specialist | Financial Services 人事オペレーションスペシャリスト (Health benefits, Parental leave)

Our client, a leading global alternative investment firm, is seeking an HR Operations Specialist to manage HR operations for their Japan office and support APAC offices. This role offers the opportunity to lead process-improvement projects and collaborate with cross-functional teams, enhancing your expertise in HR operations within an international environment. Enjoy benefits such as healthcare, generous parental leave, wellness programs, and tuition assistance.

Key Responsibilities:

- Manage HR operations for Japan and support APAC offices
- Coordinate employee lifecycle activities and manage employment documentation
- Support social insurance administration and statutory filings
- Partner with Payroll, Compliance, Legal, and Finance to resolve HR issues
- Respond to employee inquiries and manage escalations

- Lead process-improvement projects for HR operations
- Ensure cross-functional alignment in HR operations

Qualifications:

- 3+ years in HR operations, preferably international
- Fluent in Japanese and English
- Knowledge of Japan social insurance system
- Experience with AI-enabled HR tools
- Experience with HR compliance and statutory filings
- Strong communication skills for cross-functional collaboration
- Experience in process improvement projects

Company Description