



Understanding People

HR Operations Specialist | 人事オペレーションスペシャリスト 旅行・ホスピタリティ

Travel & hospitality industry

Job Information

Recruiter

Specialized Group

Job ID

1591739

Industry

Tourism

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

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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 | Travel & Hospitality 人事オペレーションスペシャリスト 旅行・ホスピタリティ

Our client, a company in the travel agency and hospitality industry, is seeking an HR Operations professional to join their international and creative team. This role offers the opportunity to leverage your English skills in a diverse environment while supporting recruitment activities, managing HR data, and assisting with employee training programs.

Key Responsibilities:

- Manage and update employee information and HR data
- Support recruitment activities, including scheduling interviews
- Assist with benefits administration and HRIS operations
- Coordinate employee training and development programs
- Facilitate HR processes across departments

Qualifications:

- Experience with HRIS and benefits management systems
 - Basic knowledge in recruitment and employee management
 - Bilingual in Japanese and English is preferred but not mandatory
 - Experience in HR or general administrative roles is preferred but not mandatory
 - Familiarity with Microsoft Office and HR-related tools
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Company Description