



Understanding People

HR Service Partner 人事サービスパートナー - HR Support & Payroll

Up to ¥9M compensation, Hybrid work

Job Information

Recruiter

Specialized Group

Job ID

1592724

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 1st, 2026 00:00

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 Service Partner 人事サービスパートナー - HR Support & Payroll (Hybrid, Global Projects)

Our client, a renowned company in the IT industry, is seeking an HR Service Generalist for a highly flexible 9M role. This position offers the opportunity to work on global projects in a close-knit and friendly environment, with a hybrid work model that supports work-life balance. The role promises a dynamic experience in HR operations, contributing to continuous process improvements and quality enhancements.

Key Responsibilities:

- Oversee employee onboarding and welcome days
- Administer payroll processing and time management tasks
- Maintain accurate HR data in systems
- Create contracts, documents, and maintain personnel files

- Provide first-level support for employee inquiries
- Administer compensation and benefits including pension plans
- Create standard HR reports and analytics

Qualifications:

- Fluent in oral and written English and Japanese
- 5+ years in HR Operations and Payroll
- Strong knowledge in Japan labor laws and registrations
- HR system experience is a must
- Experience with Workday HR software is preferred but not mandatory
- Experience with payroll processing tools is preferred but not mandatory

Company Description