



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

May 18th, 2026 18:23

### 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

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Company Description