



## Talent Acquisition Specialist

**Chance to expand skillset**

### Job Information

#### Recruiter

[PEAK Recruitment Japan K.K.](#)

#### Job ID

1597092

#### Industry

Other (Distribution, Retail, Logistics)

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

5 million yen ~ 7.5 million yen

#### Salary Bonuses

Bonuses included in indicated salary.

#### Refreshed

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### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Basic

#### Minimum Japanese Level

Native

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

#### Overview

We are seeking an HR professional to support Talent Acquisition, HR Operations, and HR Systems administration. This role will play a key part in ensuring smooth employee lifecycle management, recruitment coordination, HR data accuracy, and operational excellence across the organization.

The successful candidate will work closely with internal stakeholders and external partners while supporting recruitment activities, HR systems, employee administration, and various people-related projects.

## Key Responsibilities

### Talent Acquisition

- Support recruitment activities for both experienced professionals and early-career hiring programs.
- Coordinate interviews, candidate communications, and hiring processes.
- Partner with recruitment agencies and external service providers.
- Manage job postings and recruitment platforms.
- Maintain recruitment data and prepare hiring reports.
- Support onboarding activities and new employee integration.
- Coordinate with hiring managers, candidates, and internal stakeholders throughout the hiring process.

### HR Operations & Employee Lifecycle Management

- Maintain and administer HR systems and employee databases.
- Ensure the accuracy and integrity of employee records and organizational data.
- Support annual HR processes such as performance reviews, compensation reviews, and workforce planning activities.
- Prepare regular workforce and organizational reports.
- Analyze and process HR data using Excel and reporting tools.
- Support process improvement initiatives to enhance operational efficiency.
- Manage employee lifecycle administration, including onboarding, transfers, contract management, and offboarding.
- Support organizational changes and internal HR communications.
- Maintain HR documentation and employee records in compliance with company policies.

### HR Systems & Reporting

- Support daily operation of HR information systems and related platforms.
- Monitor data quality and resolve system-related issues.
- Generate reports and provide workforce data insights to support business decision-making.
- Assist with system updates, testing, and process enhancements.

### HR Projects

- Provide support for HR initiatives related to employee development, engagement, and organizational effectiveness.
- Participate in cross-functional HR projects as required.

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## Required Skills

- 2–5 years of experience in Human Resources, including areas such as:
  - Talent Acquisition
  - HR Operations
  - HR Administration
  - Employee Lifecycle Management

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## Company Description