# 【英語を活かす】HRアドミニストレーター/ HR Administrator

**医療関連企業にて、HRアドミニストレーターの求人がございます。**

## Job Information

**Recruiter**
Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**
医療関連企業

**Job ID**
1597649

**Industry**
Medical Device

**Job Type**
Temporary

**Location**
Tokyo - 23 Wards

**Salary**
Based on hourly rate

**Holidays**
完全週休2日制, 土日祝日休み

**Refreshed**
October 26th, 2026 01:00

## General Requirements

**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

An international medical company is seeking an HR Administrator. The successful candidate will manage payroll support, employee data administration, onboarding and offboarding processes, and general labour management activities. This is a temp-to-perm role.

This foreign medical company provides innovative treatment methods for serious illnesses. With operations in many major continents, this group is bettering the lives of patients around the world.

**Keywords:**

人事管理, 給与管理, 労務管理, 入社手続き, 退職手続き, 勤怠管理, 人事システム, 健康安全管理, オフィス管理, 総務業務, 求人, 外資系

Job Ref: L39ENT

**Responsibilities:**

- Prepare and check payroll data with external vendors
- Review and manage attendance records

- Maintain and update employee information in HR information systems
- Manage onboarding and offboarding processes and transactions
- Collect and manage onboarding documents from new hires
- Prepare onboarding and offboarding logistics including first-day guidance, equipment arrangement, orientation setup, and IT account creation
- Maintain employee handbook and ensure compliance with local regulations
- Manage employee health and safety
- Maintain the working environment

**Requirements:**

- More than 2 years of experience in administrative or HR-related roles
- Proficiency in MS Office Suite
- Native level Japanese; business level English

## Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.