

Senior HR Operations Specialist APAC

> テクトロニクス株式会社での募集です。 労務・労政のご経験のある方は歓迎です。

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
テクトロニクス株式会社

Job ID
1606622

Industry
Electronics, Semiconductor

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ Negotiable, based on experience

Work Hours
09:00 ~ 18:00

Holidays
【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 夏季休暇 年末年始

Refreshed
November 27th, 2026 21:00

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2399108】
Description:

We are seeking a highly organized detail oriented and customer focused Senior HR Operations Specialist to join our APAC HR Operation（MyHR）team. This role will be based in Japan and will report to the APAC MyHR Regional Manager. The position is responsible for delivering end to end HR operations services for Japan and Korea with additional support across other APAC countries as needed.

This role plays a critical part in ensuring high quality employee experience strong compliance with local regulations and efficient HR operations delivery across the full employee lifecycle. The position also leads complex benefits administration and country specific regulatory processes requiring strong local expertise.

RESPONSIBILITIES:

・ Serve as the primary point of contact for employee HR inquiries primarily for Japan and Korea ensuring timely and high quality support through case management tools.
・ Manage end to end employee lifecycle processes including onboarding job changes transfers leave management and offboarding.
・ Coordinate and support monthly payroll activities including data preparation attendance and overtime checks payroll submissions and tax related processes if needed.
・ Administer compensation and benefits programs including insurance enrollment pension contributions health checks and statutory reporting.
・ Ensure compliance with local labor laws and statutory requirements in Japan including support for health safety committees labor agreements and regulatory filings.
・ Maintain accurate employee data in HR systems and ensure proper documentation and record retention.
・ Support continuous improvement initiatives by identifying process gaps and driving operational efficiency enhancements.
・ Collaborate closely with internal stakeholders such as HRBP Total Rewards Payroll TA teams to ensure seamless service delivery.

Required Skills

Qualifications:

YOU WILL BE SUCCESSFUL IN THIS ROLE IF YOU HAVE:
・ Strong customer service mindset with the ability to manage employee inquiries effectively.
・ Advanced knowledge of HR operations processes including employee lifecycle management payroll benefits etc.
・ Strong understanding of Japan labor laws payroll regulations and statutory compliance requirements.
・ High attention to detail and ability to manage complex data accurately.
・ Good communication skills in both Japanese and English.
・ Strong organizational and time management skills with the ability to manage multiple priorities.
・ Ability to handle confidential information with discretion and professionalism.
・ Continuous improvement mindset and experience driving process improvements.
・ Strong collaboration skills and ability to work across regional and global teams.

PREFERRED QUALIFICATIONS:
・ Bachelor’s degree in Human Resources or related field.
・ 5+ years of experience in HR Operations or Shared Services environment.
・ Familiarity with HRIS systems（e.g. Oracle or similar systems）.

Company Description

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