



Understanding People

HR Specialist / 人事スペシャリスト

Regional HR Exposure Across Asia

Job Information

Recruiter

Specialized Group

Job ID

1606991

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

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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 Specialist - HR Operations & Employee Experience 人事スペシャリスト

Our client, a prestigious tier 1 firm in the professional services sector, is seeking an HR Specialist for their Tokyo office. This role offers the unique opportunity to own all HR operations, from onboarding to offboarding, while collaborating with regional teams across Asia.

Key Responsibilities:

- Manage HR operations for Tokyo office
- Ensure compliance with Japanese labor laws
- Coordinate payroll submissions and administration
- Serve as first HR contact for Tokyo office inquiries
- Support recruitment and internship programs in Tokyo

- Coordinate with immigration advisors on visa matters

- 人事業務全般を管理
- 日本の労働法に基づくコンプライアンスの確保
- 給与支払と管理の調整
- 問い合わせに対する最初の人事窓口として対応
- 採用活動とインターンシッププログラムのサポート
- ビザ関連での移民顧問との調整

Qualifications:

- Fluency in Japanese and English
- 3+ years of HR experience in Japan
- Knowledge of Japanese labor laws and regulations
- Experience with HR operations, including onboarding and offboarding
- Experience in payroll administration and vendor coordination
- Experience with HRIS systems is preferred but not mandatory
- Experience in a multinational company is preferred but not mandatory
- Strong interpersonal and communication skills

- 日本語と英語の流暢なコミュニケーション能力
- 日本での人事経験3年以上
- 日本の労働法および規制に関する知識
- 入社と退職を含む人事業務の経験
- 給与管理およびベンダー調整の経験
- HRISシステムの経験があれば尚可
- 多国籍企業での経験があれば尚可
- 優れた対人能力とコミュニケーションスキル

Company Description