

Freelance Human Resource Specialist

Job Information

Recruiter[Planet Pharma](#)**Hiring Company**

Pharmaceutical business

Job ID

1607085

Industry

Pharmaceutical

Job Type

Freelance

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6.5 million yen

Refreshed

September 9th, 2026 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

JOB SUMMARY

The primary responsibilities of the HR Specialist are to provide HR operational and administrative support to the APAC HR and Japan Teams.

ESSENTIAL JOB FUNCTIONS**HR Administration**

- Manage HR Confidential Documents and records, maintaining digital and physical filing systems.
- Support Employee inquiries, preparation and Courier of HR Documentation i.e. Certification Letters, Payroll, Onboarding & Offboarding Documents etc.
- Maintain attendance records and assist with employee data updates and documentation in HR systems i.e. WorkDay, Deel, Sharepoint etc.
- Perform other general administrative duties as needed.

Compliance & Payroll

- Support the filing and submission of Compliance and legal documents (Work Rules, Labor Bureau, Work Visa etc).
- Support in Payroll and related Submissions with Payroll vendor (Labour Insurance, Resident Tax etc).
- Implement and reinforce employee policies and process to ensure compliance with applicable labour laws and regulations.
- Support Review and Implementation of Pension Plan and related processes.

HR Operations

- Partner with Global and Business Stakeholders on the facilitation and coordination for Employee matters i.e. Onboarding and Offboarding, Policies, Processes etc.
- Partner with Finance and IT Teams to ensure smooth HR Operations.
- Support onboarding for New Hires (setting up desks, IT, ID cards, business cards etc.).
- Support and participate in corporate HR initiatives and drive change management.
- Participate in HR projects and initiatives as required for development opportunities.

Recruitment & Coordination

- Support in scheduling Meetings, Interview Arrangements and maintaining accuracy of HR Data and Information in the necessary HR Systems.
- Schedule and support internal HR Programs, initiatives and preparation of Communication Materials i.e. E-mail Announcements etc.

Office & Facilities

- Coordinate company events, health checkups, and facility management.

Translation

- Translate basic documents (Japanese-English or English-Japanese).

Required Skills**QUALIFICATIONS****Education**

- High school diploma or higher (Bachelor's degree preferred).

Experience

- 2+ years of experience in HR, Administrative, Payroll or office support role.

Knowledge & Skills

- Uphold strict confidentiality across all HR matters and documentation.
- Safeguard sensitive employee and organizational data.
- Business-level Japanese (reading/writing/speaking).
- Basic English skills (email, simple document translation, communication).
- Proficiency with Microsoft Office (Word, Excel, Outlook, Teams).
- Experience in using WorkDay or Deel would be an advantage.
- Strong organizational and communication skills.
- Team-oriented, detail-focused, and flexible mindset.

Company Description