



HR Operations Senior Specialist/ER

Job Information

Recruiter

SPOTTED K.K.

Job ID

1614088

Industry

Software

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 12 million yen

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

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A rapidly growing technology company is looking for an **HR professional specializing in HR Planning and Employee Relations** to support the company's continued organizational growth and increasing business complexity.

The HR team supports a highly international workforce and is responsible for a broad range of HR activities, including employee relations, HR systems, organizational development, and HR policy implementation.

- Lead **HR system planning and employee/labor relations** activities
- Manage payroll, social insurance procedures, and coordination with external labor and social insurance consultants
- Improve HR processes, systems, and employee benefits to strengthen labor management and organizational effectiveness
- Communicate directly with employees, including in **English**, regarding HR policies, systems, and procedures

Required Skills

- Experience independently leading **employee/labor relations or HR system planning**
- End-to-end experience handling **HR policy/rule revisions, payroll calculations, and social insurance procedures**
- Experience operating and managing **multiple HR systems**
- **Conversational English** communication skills

Tokyo, Koto City

Working style: Hybrid (**3 days Work from home /week**), Remote is also possible

Flexible work arrangement

Company Description