



Morgan
McKinley

【大手日系IT】ジュニアHRBP | AI・データ活用

キャリアパスあり！営業・事業企画などからのキャリアチェンジも歓迎

Job Information

Recruiter

Morgan McKinley

Job ID

1616675

Industry

Bank, Trust Bank

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 1 year

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

日本を代表するテック企業において、ジュニアHRBP（人事ビジネスパートナー）を募集しています。

将来的にHRBPへのステップアップを目指し、日々のHR業務を担当しながら、AIやデータを活用してHRオペレーションの効率化・標準化を推進していただきます。

従業員データを分析して組織課題を整理し、HRリーダーや経営層へのインサイト提供にも携わります。

ビジネス職からHRへのキャリアチェンジを目指す方の応募も歓迎です。

主な職務内容

- 日々のHR業務を担当し、各種プロジェクトの進捗を管理
- AIツールや業務の標準化を活用したHRワークフローの効率化

- ・従業員データを収集・分析し、組織課題やトレンドを可視化
- ・複雑な人事課題を整理し、HRリーダーや経営層にインサイトを提供
- ・パフォーマンス管理、休職・復職など個別の従業員ケースへの対応
- ・社内のHR専門チームや産業保健・医療担当者と連携した従業員支援
- ・採用、専門HRチーム、ビジネスマネージャーなど関係者間の調整
- ・各部門と連携し、People施策の円滑な実行を推進

Join a leading global technology and e-commerce company in Tokyo as a **Junior HR Business Partner (HRBP)**, building the strategic, analytical, and hands-on HR experience needed to develop into a full HR Business Partner role.

This position sits close to the business and provides exposure to **HR Business Partnering, HR Operations, talent management, employee relations, performance management, people analytics, and AI-enabled HR transformation**.

You will work directly with HR leaders, business managers, recruiting teams, specialist HR functions, and other stakeholders to structure complex organisational challenges and turn them into clear, actionable solutions. You will also use employee data and AI tools to identify trends, improve HR workflows, and support better decision-making.

The role is particularly suited to an early-career HR professional-or someone with relevant business experience who wants to transition into HR-looking to build a long-term career in **HRBP and strategic HR** within an international technology environment.

Key Responsibilities

- ・ Manage day-to-day HR activities and coordinate multiple people-related projects to ensure timelines and deliverables remain on track.
- ・ Use **AI tools, workflow standardisation, and process improvement** to streamline HR operations and reduce manual work.
- ・ Gather, organise, and analyse employee and workforce data to identify trends and provide clear insights to HR and business leadership.
- ・ Structure ambiguous or complex organisational issues into clear problems, priorities, and actionable next steps.
- ・ Coordinate individual employee cases, including **performance management, sick leave, and return-to-work plans**.
- ・ Partner with internal HR specialists and medical leads to ensure individual employee cases are managed effectively and appropriately.
- ・ Connect stakeholders across Talent Acquisition, specialist HR teams, HR leadership, and business managers to support the execution of people initiatives.
- ・ Support HR leaders and business stakeholders with data, coordination, and operational execution.
- ・ Maintain accurate and confidential employee information while applying appropriate ethical standards to workforce data.
- ・ Help improve HR processes by identifying opportunities for automation, standardisation, and greater operational efficiency.
- ・ Work effectively in a fast-moving, international environment where priorities and organisational requirements may evolve quickly.

Required Skills

必須条件 経験・資格：

- ・ HR、人事、または関連するバックオフィス業務の実務経験1〜2年以上
- ・ または、オペレーション、営業、事業企画などのビジネス職での実務経験が1〜2年以上あり、これから人事でキャリアを築きたいという強い意欲がある方
- ・ 従業員データを適切に取り扱うための高い倫理観・守秘意識
- ・ 複数の関係者と連携しながら、HR・組織課題に取り組める方
- ・ 大卒以上

ソフトスキル：

- ・ 曖昧で整理されていない課題を構造化し、具体的なアクションに落とし込める問題整理力
- ・ 多様なチームやマネージャー、HR専門チームと円滑に協働できるコミュニケーション能力
- ・ 自ら課題を見つけ、スピード感を持って主体的に行動できるプロアクティブな姿勢
- ・ 変化の多い環境に柔軟に適応し、グローバルな環境でも業務を進められる適応力

語学力：

- ・ 日本語：流暢
- ・ 英語：中級〜ビジネスレベル

歓迎条件

- ・ 給与計算、人事業務、採用、労務などの実務経験
- ・ AIツールやデータ分析を活用して、人事業務を効率化した経験
- ・ 業務フローの見直しや標準化、業務効率化に取り組んだ経験
- ・ グローバルな企業環境で英語を使って仕事をした経験

採用企業について

日本を代表する大手テック企業。

人と人をつなぎ、日常のさまざまなモノやサービスに新たな価値を生み出す消費者向けマーケットプレイスをグローバルに展開しています。

AIを積極的に活用しながら、数百万人規模のユーザーが利用するデジタルサービスの進化を支え、事業・組織の両面で新た

な価値の創出に取り組んでいます。

この求人がおすすめの理由

- 将来HRBPを目指す方に向けた、キャリアステップの機会
- 営業・事業企画などからのキャリアチェンジも歓迎
- AIやデータを活用し、これからのHRに必要なスキルを磨ける
- HRリーダーや経営層と関わりながら、組織づくりを学べる
- グローバルな環境で英語を活かせる
- 数百万人規模のユーザーを支える大手テック企業で、今後のキャリアに活かせるHR経験を積める

Required Skills and Qualifications **Experience:**

- **1-2 years of experience in HR, HR Operations, or a related administrative function; OR**
- 1-2 years of professional experience in a business function such as operations, sales, or business planning, combined with a strong motivation to transition into Human Resources.
- Experience coordinating tasks, projects, data, or stakeholders in a professional environment.
- Experience working with data and organising information to support business or operational decisions.
- Bachelor's degree.
- At least 1 year of relevant professional experience.

Soft Skills:

- Ability to take **ambiguous and unstructured problems** and break them down into clear, actionable steps.
- Excellent interpersonal and collaboration skills when working with diverse teams, managers, and specialist HR functions.
- High ethical standards and discretion when handling confidential employee and workforce information.
- Strong attention to detail when working with employee data, processes, and individual cases.
- Ability to work effectively in a fast-paced and evolving environment.
- Proactive mindset with an interest in improving how HR processes and workflows operate.
- Comfortable working in an English-speaking or international workplace.
- Strong motivation to develop a long-term career in HR Business Partnering and strategic HR.

Language Requirements:

- **Japanese:** Fluent
- **English:** Intermediate / Business level

Preferred Skills & Qualifications

- Hands-on experience in an HR specialism such as **Payroll, HR Operations, Talent Acquisition, Labour Relations, or Employee Relations**.
- Experience using **AI tools** to improve, automate, or streamline HR processes and workflows.
- Experience using data analysis to clean, structure, analyse, or interpret employee and workforce data.
- Proven experience designing new operational workflows or standardising manual processes.
- Experience identifying and implementing process efficiency improvements.
- Working or professional-level English experience within a global business environment.

About the Company

Our client is a **leading global technology and e-commerce company** operating a dynamic consumer marketplace platform that connects people and gives everyday resources new life.

Driven by innovation and an **AI-first approach**, the organisation brings together diverse international teams to develop scalable solutions that transform how millions of users interact and trade through its platform.

Its fast-moving, technology-led environment provides an attractive setting for HR professionals who want to combine traditional people expertise with **data, AI, process transformation, and strategic HR Business Partnering**.

Why You'll Love Working Here

- Build your career with a **fast-growing global technology and e-commerce market leader**.
- Use the role as a stepping stone toward becoming a full HR Business Partner.
- Gain hands-on exposure to HRBP work, HR Operations, employee cases, talent initiatives, and people analytics.
- Develop practical experience using **AI and data to transform HR workflows and processes**.
- Work directly with HR leaders, business managers, specialist HR teams, and other stakeholders.
- Build strategic problem-solving capabilities by working on complex and sometimes ambiguous organisational challenges.
- Gain experience in an international, fast-paced, technology-driven working environment.
- Benefit from **hybrid/remote working and flexible working hours**.
- Enjoy a casual clothing environment.
- Access benefits including **paid parental and caregiving leave, health coverage, and wellness benefits**.
- Receive a competitive annual compensation package of **¥5.5M-¥8M**.

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。