

Senior HR Sepcialist

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Tech Company

Job ID
1617154

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
7 million yen ~ 9 million yen

Refreshed
October 29th, 2026 22:00

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

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.

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance
Industrial Injury Insurance

Required Skills

Experience in HR Operations, HR Generalist, or HRBP functions
Knowledge of Japanese labor laws and HR compliance requirements
Experience managing employee lifecycle processes (onboarding, transfers, leave management, offboarding)
Experience supporting payroll, compensation, and benefits administration
Strong stakeholder management and communication skills
Business-level English communication skills
Ability to manage multiple priorities in a fast-paced environment
Experience working with HR systems and employee data management

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.