


# Employee Relations Specialis

## Job Information

**Recruiter**
JAC International Co., Ltd.

**Hiring Company**
Leading Global Semiconductor Company

**Job ID**
1617171

**Industry**
Other

**Job Type**
Permanent Full-time

**Location**
Tokyo - 23 Wards

**Salary**
Negotiable, based on experience

**Refreshed**
November 12th, 2026 01:00

## 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

This is an exciting opportunity to join a global organization that supports the development of advanced technologies used worldwide. The company offers a highly international and diverse environment where employees collaborate across regions and functions to drive innovation. This position provides the opportunity to develop APAC-level expertise, work closely with regional and global stakeholders, and contribute to building a positive and compliant workplace culture across multiple countries.
Lead end-to-end employee relations investigations, including intake, interviews, analysis, documentation, and case resolution.
Handle complex employee matters such as misconduct, harassment, discrimination, retaliation, and other policy-related concerns.
Partner with managers and HR stakeholders on performance management, disciplinary actions, and policy interpretation.
Provide coaching and guidance to leaders, managers, and HR teams to support effective employee relations practices.
Collaborate with internal stakeholders across HR, legal, compliance, and other business functions to resolve employee issues.
Analyze employee relations trends, case metrics, and organizational insights to identify improvement opportunities.
Support and drive continuous improvement initiatives related to employee relations processes, policies, tools, and

technologies.
Deliver training and guidance to managers and HR professionals on employee relations and performance management topics.

Employee Benefits:
Opportunity to work in a highly international and collaborative environment.
Exposure to regional employee relations matters across multiple Asian countries.
Career development opportunities to expand expertise and scope of responsibility across the APAC region.
Supportive culture focused on learning, professional growth, and career development.
Employee programs and resources that support health, wellbeing, and personal growth.

## Required Skills

7+ years of experience in Employee Relations, Performance Management, and/or HR Business Partner roles.
Experience conducting employee investigations and managing sensitive employee matters.
Knowledge of labor and employment laws and HR compliance principles.
Strong consulting, influencing, coaching, and stakeholder management skills.
Ability to manage multiple priorities and work effectively across functions and regions.
Strong analytical, problem-solving, and decision-making capabilities.
Excellent written and verbal communication skills.
High level of integrity, discretion, and professionalism when handling sensitive matters.
Ability to work independently while collaborating effectively in a multicultural environment.
Business-level English required.
Proficiency in one or more Asian languages such as Japanese, Chinese, or Korean is preferred.

## 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.