

PR/087726 | HR Specialist

Job Information

Recruiter
JAC Recruitment USA

Job ID
1619337

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 14:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION TITLE　Human Resources Specialist

POSITION SUMMARY

In this position, you will contribute to the growth of a fast-paced technology startup by overseeing core human resources functions, including talent acquisition, onboarding, employee relations, performance management, HR operations, regulatory compliance, and employee engagement initiatives, while working closely with managers and company leadership to foster a collaborative and high-performing organization

RESPONSIBILITIES

- Lead end-to-end hiring activities, including candidate sourcing, applicant screening, interview coordination, and recruitment process management

- Support the onboarding and orientation experience for newly hired employees
- Maintain personnel files and HR records in accordance with company policies and Japanese employment regulations
- Provide support for performance review cycles, employee assessments, and professional development programs
- Administer compensation and benefits processes, leave management, and employee HR inquiries
- Monitor adherence to labor legislation, employment requirements, and established HR practices
- Create and implement programs aimed at improving employee engagement, retention, and wellness
- Partner with managers to address employee relations issues and workplace concerns
- Compile HR reports, workforce data analyses, and recruiting performance metrics
- Assist with headcount planning, organizational expansion, and talent development initiatives
- Work with international teams and support HR-related activities associated with global business growth
- Contribute to policy development efforts and ongoing HR process improvement projects

QUALIFICATIONS

- Bachelor’s degree in Human Resources, Business Administration, Psychology, or another closely related discipline
- Minimum of three years of experience in human resources, including recruiting, HR generalist responsibilities, or employee relations
- Solid understanding of Japan's labor legislation and employment frameworks
- Hands-on experience overseeing recruitment efforts and talent acquisition workflows
- Strong communication abilities, along with effective interpersonal and organizational skills
- Capacity to manage confidential information with sound judgment and professionalism
- Working knowledge of Microsoft Office applications and human resources information systems (HRIS)
- Strong problem-solving capabilities with close attention to detail
- Ability to succeed in a rapidly evolving and growth-oriented business environment

PREFERRED QUALIFICATIONS

- Background in startup companies or organizations within the technology, robotics, manufacturing, or engineering sectors
- Human resources certification such as SHRM-CP, SHRM-SCP, PHR, or a comparable credential
- Experience partnering with global or cross-border teams
- Professional-level proficiency in both Japanese and English
- Exposure to employee engagement programs, talent management practices, and organizational development activities

LOCATION Detroit, MI

EMPLOYMENT TYPE Full-Time

WORK ARRANGEMENT Hybrid

SALARY USD80,000 - 110,000

BENEFITS Medical, Dental, Vision, and others

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description