【大手グローバルIT企業】グローバルモビリティ担当｜海外赴任・国際異動管理

HRBP・C&B・人材開発へのキャリア展開も可能！

Job Information

Recruiter
Morgan McKinley

Job ID
1621656

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

日本発のグローバルテック企業にて、海外赴任者のサポートや国際異動管理を担う**Global Mobility Specialist**を募集しています。

英語を共通言語とする国際色豊かな環境で、5名の少数精鋭チームと協働。日々のオペレーションに加え、業務改善やグローバル人事プロジェクトにも携われます。

また、将来的にはHRBP、報酬制度、人材開発など、社内で幅広い人事領域へキャリアを広げるチャンスもあります。グローバル人事の経験を活かし、次のステージに挑戦したい方におすすめです。

主な職務内容

- **海外赴任・転居サポート** 海外赴任者および帯同家族の赴任準備から渡航・転居までの一連の手配・サポート
- **海外赴任者情報の管理** 海外赴任者、国際異動者および帯同家族に関する人事情報・関連書類の管理、確認・更新

- **国際異動の調整** グループ各法人間の人事異動に伴う手続きや、異動先の事業部門との調整
- **外部ベンダー管理** 海外転居、ビザ・在留資格、引越し、税務などを担当する外部業者との関係構築・サービス品質管理
- **海外出張者の管理・サポート** 長期海外出張に関するコンプライアンス管理、状況把握および各種サポート
- **業務プロセスの改善** 業務上の非効率や課題を特定し、QCC（品質管理活動）などを通じた業務の標準化・効率化を推進
- **海外赴任者への相談・支援** 人事制度、給与、福利厚生、赴任・帰任時の課題などに関する相談窓口として、きめ細かなサポートを提供
- **人事プロジェクトへの参画** 採用、給与、人事ビジネスパートナー（HRBP）などの関連部門と連携し、人事制度の見直しや部門横断プロジェクトを推進

Are you an experienced **Global Mobility or International HR professional** looking to advance your career in Japan's technology sector?

A leading **Japan-headquartered global technology and internet company** is seeking a **Global Mobility Specialist** to join its Corporate Headquarters HR team in Tokyo.

In this role, you will manage **international employee transfers, expatriate relocation, overseas assignment administration, and global mobility operations**, supporting employees and their families throughout their international assignments.

Working within a collaborative **five-person Corporate HQ team**, you will coordinate with international business units, external relocation and immigration providers, and internal HR functions to ensure smooth employee transitions and effective compliance with global mobility policies.

Beyond day-to-day operations, you will contribute to **HR process improvement, policy development, and cross-functional HR projects**, gaining valuable exposure to global HR practices across a large multinational organization.

This opportunity is ideal for a bilingual HR professional who enjoys supporting employees, managing international assignments, and improving HR processes. The company also offers potential internal career pathways into **HR Business Partner (HRBP), Total Rewards, and Talent Development** functions.

Key Responsibilities

- **Global Mobility & Expatriate Relocation:** Manage end-to-end relocation coordination and logistical support for employees undertaking overseas assignments, including assistance for accompanying family members.
- **International Assignment Administration:** Maintain, review, and audit employee records relating to international assignments, overseas transfers, and accompanying dependents, ensuring accurate documentation and tracking.
- **Cross-Border Employee Transfers:** Coordinate international transfers between group entities, working closely with receiving business units and relevant stakeholders to ensure smooth transitions.
- **External Vendor Management:** Manage relationships and service-level agreements with relocation agencies, immigration specialists, moving companies, and international tax service providers.
- **International Business Travel Compliance:** Support the monitoring, tracking, and compliance administration of extended international business travel.
- **Employee Support & HR Advisory:** Serve as the primary contact for international assignees, providing guidance on mobility policies, payroll coordination, benefits, relocation arrangements, and assignment-related concerns.
- **HR Process Improvement:** Identify operational inefficiencies, participate in **Quality Control Circle (QCC) and Kaizen initiatives**, and implement improvements to global mobility workflows.
- **Cross-Functional HR Projects:** Lead or support HR policy reviews, operational improvement projects, and corporate HR initiatives in collaboration with recruitment, payroll, HRBP, and other HR teams.

Required Skills

必須条件 経験・資格：

- **グローバルモビリティ**、海外赴任者の転居・赴任サポートや国際異動に関する実務経験
- 大学卒業以上

ソフトスキル：
- **コミュニケーション能力**：少人数チームにおいて、案件の進捗や関連情報を正確かつ円滑に共有できること
- **柔軟性**：海外赴任者やその家族の立場に立ち、個別の事情や課題に寄り添って対応する姿勢
- **業務改善力**：現状の業務プロセスを見直し、継続的な改善・効率化を推進する能力

語学力：
- **日本語：** 流暢
- **英語：** ビジネスレベル以上（読み書き・会話）

歓迎条件
- 国際税務、海外赴任者の税負担調整（Tax Equalization）、社会保障協定に関する実務知識
- 人事部門横断の業務改善、プロセス再構築、業務標準化の経験
- 自身の海外赴任、または海外拠点での勤務経験
- 国際的な人事戦略、制度設計、報酬・海外赴任制度の企画・構築経験

採用企業について
日系大手のテクノロジー・インターネット企業。

デジタルコマース、フィンテック、通信、デジタルサービスなど、幅広い事業領域でグローバルなエコシステムを構築して

います。

国内外に幅広い事業基盤を持ち、グループ各社の成長を支えるため、専門性の高い人材の国際的な配置・異動を推進しています。

この求人がおすすめの理由

- **グローバルで国際色豊かな職場環境** 日本本社でありながら、英語を共通言語とする環境で、世界各国のメンバーと日常的に協働できる
- **テック企業ならではのスピード感** 変化の速いテクノロジー業界で、スピード感を持って業務改善や新たな施策に取り組める
- **少数精鋭のチーム体制** 5名のコンパクトなチームで密に連携しながら、一人ひとりが主体性を発揮できる環境
- **幅広い人事領域へのキャリア展開** Global Mobilityの専門性を深めるだけでなく、HRBP、報酬制度（Total Rewards）、人材開発など、社内で多様なキャリアパスを目指せる
- **グローバル人事の専門性を発揮** 世界各国のグループ法人を対象に、海外赴任・国際異動に関する専門業務を担当できる
- **業務改善・制度設計にも関われる** 日常的なオペレーションに加え、業務プロセスの改善やグローバル人事プロジェクトにも参画できる
- **柔軟な働き方** ハイブリッド勤務を取り入れた柔軟なワークスタイル

Required Skills and Qualifications**Experience:**

- Hands-on experience in **global mobility, international HR operations, or expatriate assignment administration**.
- Practical experience coordinating **international employee relocations, overseas assignment logistics, or cross-border employee transfers**.
- Understanding of the operational processes involved in supporting expatriates and their accompanying family members.
- Ability to manage employee documentation, coordinate multiple stakeholders, and support international HR processes accurately and efficiently.

Soft Skills:

- Strong communication and coordination skills, with the ability to share case updates effectively within a small, collaborative HR team.
- **Employee-focused and empathetic approach** when supporting expatriates and their families through sensitive relocation and transition matters.
- Excellent organizational skills and attention to detail when managing multiple international assignment cases.
- Proactive problem-solving abilities and a commitment to **continuous improvement, Kaizen, and operational efficiency**.
- Ability to collaborate effectively with international stakeholders, external service providers, and cross-functional HR teams.
- Flexibility and adaptability when responding to changing employee needs and international business requirements.

Language Requirements:

- **Japanese:** Fluent proficiency in written and spoken Japanese for domestic HR coordination and employee support.
- **English:** Business-level or higher proficiency in written and spoken English, with the ability to communicate effectively in an international professional environment.

Preferred Skills & Qualifications

- Working knowledge of **international taxation, expatriate tax equalization, or cross-border social security agreements**.
- Experience managing **cross-functional HR improvement projects, process re-engineering, or operational standardization**.
- Personal experience living or working overseas as an expatriate or international assignee.
- Experience in **global HR planning, mobility policy development, or compensation and relocation program design**.
- Familiarity with global HR operations within a large multinational technology or internet organization.

About the Company
Our client is a **Japan-headquartered multinational technology and internet group** with a diversified business portfolio spanning **e-commerce, fintech, telecommunications, and digital services**.

With extensive international operations, the organization supports the movement of specialized talent across its global network of group companies.

Its Corporate Global Mobility function plays an important role in developing and maintaining the policies, processes, and infrastructure required to facilitate international employee assignments and cross-border transfers.

This position offers the opportunity to work within a collaborative corporate HR team while gaining exposure to **global HR operations, international workforce management, expatriate support, and HR policy development**.

For HR professionals seeking to develop their expertise within a large-scale international organization, this is an opportunity to contribute to global talent mobility while exploring broader career opportunities across the HR function.

Why You'll Love Working Here

- **Global HR Experience:** Gain hands-on exposure to international employee assignments and global mobility operations within a major multinational technology company.
- **Collaborative Team Environment:** Join a close-knit **five-person Corporate Headquarters team** where communication, teamwork, and knowledge sharing are central to daily operations.
- **International Exposure:** Work with overseas business units, international employees, and global service providers across multiple markets.
- **Career Development Opportunities:** Explore potential internal career pathways into **HRBP, Total Rewards, Talent Development, and other corporate HR functions**.
- **Hybrid Working Arrangements:** Benefit from flexible hybrid working options that support a balanced and adaptable work environment.

- **Meaningful Employee Support:** Make a direct difference to employees and their families by helping them navigate international relocations and overseas assignments.
- **HR Transformation & Process Improvement:** Contribute to **Kaizen initiatives, HR process optimization, and global mobility policy improvements**.
- **Broad HR Collaboration:** Work closely with recruitment, payroll, HR business partners, and other corporate HR teams, expanding your knowledge of international HR management.

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。