

【英語を活かす】人事サービスデリバリースペシャリスト/ HR Service Delivery Specialist

医療機器メーカーにて、人事サービスデリバリースペシャリストの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

医療機器メーカー

求人ID

1545009

業種

医療機器

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 1000万円

勤務時間

お問い合わせください

休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

更新日

2025年07月16日 03:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

A global medical device company is searching for an HR Service Delivery Specialist. The chosen candidate will be in charge of driving positive employee experience, process standardisation, and automation.

A global medical device company that is committed to helping people improve their quality of life. With operations worldwide, this company has long been recognised in providing innovative products.

Keywords:

人事, 医療機器, メーカー, 管理, 外資系

Job Ref: T5HAUT

Responsibilities:

- Support and execute end-to-end employee lifecycle master data administration and transactional related topics
- Provide guidance and empower employees to self-serve in various system processes within SuccessFactors
- Analyse customer's requirements and frequently asked questions to develop reference materials or knowledge articles
- Create process documentations and work instructions to support HR Service Delivery's operations
- Ensure timely updates and reviews on HR Service Delivery process documentations and work instructions
- Perform regular review and check on data to ensure accuracy and data integrity
- Analyse data and trends to identify potential system and process risk
- Support troubleshooting operations escalations, system testing, HR operations related projects, internal and external audit activities

Requirements:

- More than 2 years of Shared Services experience
- Hands-on experience with SuccessFactors and Human Capital Management (HCM)
- Strong understanding of employee lifecycle, HR policies, processes, and HR systems
- Skilled in MS Office; advanced level MS Excel
- Excellent interpersonal skills
- Proficient in written and verbal Japanese and English (other Asian languages are advantageous)

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.