

## 【英語を活かす】人事ソリューションスペシャリスト/ HR Solution Specialist

グローバルIT企業にて、人事ソリューション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

グローバルIT企業

求人ID

1556905

業種

インターネット・Webサービス

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

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

2026年02月18日 05:00

### 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

ネイティブ

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 IT company is looking for an HR Solution Specialist. The selected candidate will manage data analysis, HR system administration, and improve HR project implementation.

An IT company specializing in information and communication services, with a primary focus on the telecom sector. Providing a range of solutions to meet the evolving needs of businesses and consumers.

#### Keywords:

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

Job Ref: WDZ16O

#### Responsibilities:

- Collect and analyse HR-related data using Microsoft Excel

- Update and optimise HR system templates using VBA
- Manage internal HR systems and serve as liaison with global headquarters
- Communicate with stores/ HRBP to control HR KPIs
- Identify and resolve risks during project implementation
- Collaborate with teams to improve HR processes and promote digital transformation

**Requirements:**

- Experience handling huge volume of personal or financial information
- Prior experience as data analyst and accounting is preferred
- Proficient in MS Office Suite
- Native level Japanese; business level English

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**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.