



## Talent Specialist (HR Generalist)

### 募集職種

#### 採用企業名

株式会社システムズ ゴー

#### 求人ID

1567397

#### 部署名

HR

#### 業種

ITコンサルティング

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

外国人 半数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 給与

経験考慮の上、応相談

#### 勤務時間

Mon-Fri 9am-6pm

#### 休日・休暇

Starts at 13 days/yr paid leave, increases each year until 22/yr

#### 更新日

2025年12月29日 03:00

### 応募必要条件

#### 職務経験

3年以上

#### 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

流暢

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

Employee's Duties – Talent Specialist (is equivalent to HR Generalist role)

Location: Tokyo, Japan

Employment Type: Full-time

The HR Generalist will support the full spectrum of human resources functions, ensuring compliance with Japanese labor laws and company policies. This role involves partnering with business leaders and employees to deliver HR services including compensation and benefits, and HR administration.

#### General HR Administrative Operations

- Coordinate On Boarding process and run HR orientation to new hire
- Support Off Boarding by conducting Exit Interview
- Maintain and monitor employee database
- Set-up an HRIS (BambooHR) for 2-way communication and self-service of personal data management and regularly update HRIS and manage employee information communication.
- Based on the new joiners / leavers, update the organization chart of the local office and personnel which extends the service to a regional teams.

#### HR Policies and Legal Compliance

- Stay up-to-date of the HR practices and ensure compliance in labor laws and regulations.
- Ensure all policies and processes are followed by a local statutory laws and regulations.
- Maintain accurate employee records and HR documentation.
- Review commercial and non-commercial contracts in regard to outsourcing service agreement to identify risks
- Draft contracts and amendment proposals in English and Japanese
- Advise stakeholders on contract interpretation and assist in negotiations
- Translate contracts between English and Japanese for internal use
- Prepare and update contract templates in Japanese and English
- Report on local legislative developments and enforcement trends

#### Compensation and Benefits

- Oversee Payroll Process by local office managers and ensure Payroll, tax, insurance and social contributions for employees etc and done in compliance with the respective local laws.
- Administer payroll in collaboration with external vendors such as a local social attorney and juridical scrivener.
- Manage benefits programs and ensure compliance with statutory requirements.
- Host and run monthly Health and Safety Committee working with a company doctor. Arrange a doctor's appointment upon employee's request.
- Arrange annual health check and annual stress check for all employee.
- Supporting documentation process for immigrations incl. visa applications.
- Other statutory HR tasks.

Other tasks and projects as directed from your team and Managers.

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#### スキル・資格

##### Qualifications

- 3+ years of HR experience, preferably in a multinational environment.
- Knowledge of Japanese labor laws and payroll related tax.
- Proficiency in MS Office and HRIS systems (e.g. Workday, BambooHR, Salesforce)
- Fluent Japanese with strong reading skills and Conversational English communication skills.

##### Preferred Skills

- Bachelor's degree in Business Administration, Human Resources, Business or Legal related field.
- Ability to handle confidential information with discretion.
- Strong interpersonal and problem-solving skills.
- Experience in HR projects or process improvement initiatives.

##### Working Conditions

- Office-based role with 1 day per week remote work flexibility.
  - Standard working hours with occasional overtime during peak HR cycles.
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