



## (Hybrid Work) Bilingual HR Operations in Yokohama!

### 募集職種

#### 人材紹介会社

エンワールド・ジャパン株式会社

#### 求人ID

1586680

#### 業種

電気・電子・半導体

#### 会社の種類

中小企業 (従業員300名以下)

#### 雇用形態

契約

#### 勤務地

神奈川県

#### 給与

500万円 ~ 700万円

#### 更新日

2026年06月23日 00:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

新卒・未経験者レベル

#### 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

#### HR Operations for Contingent Workforce

Salary: - ¥7M (Negotiable based on experience)

#### About the Company

A global leader in the semiconductor equipment industry, this organization operates as the Japan entity of a U.S.-based company. With multiple service centers across Japan, it supports advanced manufacturing and technology operations nationwide.

#### Overview

We are looking for a **Contract Specialist** to support the Contingent Workforce Program in Japan. This role focuses on managing contracts for temporary (dispatch) employees across engineering and back-office functions.

You will work closely with global stakeholders, including a U.S.-based Director, and play a key role in ensuring smooth operations, compliance, and stakeholder coordination.

**Key Responsibilities**

- Manage day-to-day operations of the contingent workforce program using a Vendor Management System (VMS)
- Oversee and administer contracts for dispatch (haken) employees
- Support managers and vendors with program policies, processes, and training
- Handle invoice processing and ensure accuracy through the VMS
- Act as the main escalation point for contingent worker-related issues
- Coordinate onboarding and offboarding processes
- Collaborate with global teams on projects and quarterly initiatives
- Maintain process documentation and ensure clear communication with stakeholders
- Build strong relationships with staffing vendors and ensure compliance
- Identify operational issues and propose effective solutions

**Why Apply?**

- Opportunity to work in a global, structured environment
- Exposure to international stakeholders and programs
- Develop expertise in workforce management and operations
- Hybrid work style with flexibility

---

**スキル・資格****Requirements**

- Business to advanced level English (ability to communicate with global stakeholders)
- Strong communication skills with the ability to work across different teams and levels
- Experience in administration, contract management, or coordination roles
- Ability to manage multiple tasks, prioritize, and meet deadlines
- High attention to detail and problem-solving mindset
- Proficiency in Microsoft Office (Excel, PowerPoint, etc.)
- Bachelor's degree preferred (or equivalent experience)

**Preferred Experience**

- Experience in HR operations, contingent workforce, or vendor management
- Familiarity with staffing/dispatch (haken) environments
- Experience working in a multinational or matrix organization

---

**会社説明**