(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11月24日 19:00

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

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