



Understanding People

HR Specialist - Compensation & Benefits HRスペシャリスト・報酬と福利厚生

Global IT company, WFH

募集職種

人材紹介会社

スペシャライズドグループ株式会社

求人ID

1586804

業種

ソフトウェア

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年04月29日 00:00

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

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

HR Specialist - Compensation & Benefits HRスペシャリスト・報酬と福利厚生 (4 Days WFH, Global IT)

Our client, a global IT company, is seeking a Bilingual HR Specialist (Japanese-English) to join their People and Culture department in a hybrid work setup in Tokyo. This role offers the opportunity to support a broad range of HR functions, focusing on Compensation & Benefits operations, and collaborate with internal stakeholders to enhance HR processes and employee experience. Enjoy a dynamic work environment with the flexibility of working from home four days a week.

Key Responsibilities:

- Design and implement compensation programs
- Administer employee benefits programs
- Handle monthly payroll processes
- Respond to compensation and benefits queries

- Prepare and submit C&B reports
- Monitor compliance with labor laws
- Support government-related submissions
- Maintain accurate employee records
- Collaborate on talent-related programs

Qualifications:

- Bilingual proficiency in Japanese and English (spoken and written)
- 3+ years of experience in HR, preferably in Compensation & Benefits
- Hands-on experience in payroll, timekeeping, and HR operations
- Bachelor's degree in Human Resources, Business Administration, or related field
- Experience with HR systems/databases like Workday
- Experience in a multinational or global organization is preferred but not mandatory
- Experience in data collection, reporting, and analysis

会社説明