



Understanding People

## HR Operations Specialist | 人事オペレーションスペシャリスト

Global investment firm, APAC region

## 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

1591417

## 業種

プライベートエクイティファンド・ベンチャーキャピタル

## 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05月11日 20:16

## 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 Operations Specialist | Financial Services 人事オペレーションスペシャリスト (Health benefits, Parental leave)

Our client, a leading global alternative investment firm, is seeking an HR Operations Specialist to manage HR operations for their Japan office and support APAC offices. This role offers the opportunity to lead process-improvement projects and collaborate with cross-functional teams, enhancing your expertise in HR operations within an international environment. Enjoy benefits such as healthcare, generous parental leave, wellness programs, and tuition assistance.

## Key Responsibilities:

- Manage HR operations for Japan and support APAC offices
- Coordinate employee lifecycle activities and manage employment documentation
- Support social insurance administration and statutory filings
- Partner with Payroll, Compliance, Legal, and Finance to resolve HR issues
- Respond to employee inquiries and manage escalations

- Lead process-improvement projects for HR operations
- Ensure cross-functional alignment in HR operations

**Qualifications:**

- 3+ years in HR operations, preferably international
- Fluent in Japanese and English
- Knowledge of Japan social insurance system
- Experience with AI-enabled HR tools
- Experience with HR compliance and statutory filings
- Strong communication skills for cross-functional collaboration
- Experience in process improvement projects

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会社説明