



Understanding People

## HR Service Partner 人事サービスパートナー - HR Support &amp; Payroll

Up to ¥9M compensation, Hybrid work

## 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

1592724

## 業種

インターネット・Webサービス

## 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18日 18:23

## 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 Service Partner 人事サービスパートナー - HR Support &amp; Payroll (Hybrid, Global Projects)

Our client, a renowned company in the IT industry, is seeking an HR Service Generalist for a highly flexible 9M role. This position offers the opportunity to work on global projects in a close-knit and friendly environment, with a hybrid work model that supports work-life balance. The role promises a dynamic experience in HR operations, contributing to continuous process improvements and quality enhancements.

## Key Responsibilities:

- Oversee employee onboarding and welcome days
- Administer payroll processing and time management tasks
- Maintain accurate HR data in systems
- Create contracts, documents, and maintain personnel files

- Provide first-level support for employee inquiries
- Administer compensation and benefits including pension plans
- Create standard HR reports and analytics

**Qualifications:**

- Fluent in oral and written English and Japanese
- 5+ years in HR Operations and Payroll
- Strong knowledge in Japan labor laws and registrations
- HR system experience is a must
- Experience with Workday HR software is preferred but not mandatory
- Experience with payroll processing tools is preferred but not mandatory

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会社説明