



## Talent Acquisition Specialist

Chance to expand skillset

### 募集職種

#### 人材紹介会社

PEAK Recruitment Japan株式会社

#### 求人ID

1597092

#### 業種

その他（流通・小売・物流）

#### 会社の種類

中小企業（従業員300名以下） - 外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

500万円 ~ 750万円

#### ボーナス

給与：ボーナス込み

#### 更新日

2026年06月15日 15:18

### 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

基礎会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### Overview

We are seeking an HR professional to support Talent Acquisition, HR Operations, and HR Systems administration. This role will play a key part in ensuring smooth employee lifecycle management, recruitment coordination, HR data accuracy, and operational excellence across the organization.

The successful candidate will work closely with internal stakeholders and external partners while supporting recruitment activities, HR systems, employee administration, and various people-related projects.

## Key Responsibilities

### Talent Acquisition

- Support recruitment activities for both experienced professionals and early-career hiring programs.
- Coordinate interviews, candidate communications, and hiring processes.
- Partner with recruitment agencies and external service providers.
- Manage job postings and recruitment platforms.
- Maintain recruitment data and prepare hiring reports.
- Support onboarding activities and new employee integration.
- Coordinate with hiring managers, candidates, and internal stakeholders throughout the hiring process.

### HR Operations & Employee Lifecycle Management

- Maintain and administer HR systems and employee databases.
- Ensure the accuracy and integrity of employee records and organizational data.
- Support annual HR processes such as performance reviews, compensation reviews, and workforce planning activities.
- Prepare regular workforce and organizational reports.
- Analyze and process HR data using Excel and reporting tools.
- Support process improvement initiatives to enhance operational efficiency.
- Manage employee lifecycle administration, including onboarding, transfers, contract management, and offboarding.
- Support organizational changes and internal HR communications.
- Maintain HR documentation and employee records in compliance with company policies.

### HR Systems & Reporting

- Support daily operation of HR information systems and related platforms.
- Monitor data quality and resolve system-related issues.
- Generate reports and provide workforce data insights to support business decision-making.
- Assist with system updates, testing, and process enhancements.

### HR Projects

- Provide support for HR initiatives related to employee development, engagement, and organizational effectiveness.
- Participate in cross-functional HR projects as required.

---

## スキル・資格

- 2–5 years of experience in Human Resources, including areas such as:
  - Talent Acquisition
  - HR Operations
  - HR Administration
  - Employee Lifecycle Management

---

## 会社説明