

Freelance Human Resource Specialist

募集職種

人材紹介会社
[Planet Pharma](#)

採用企業名
Pharmaceutical business

求人ID
1607085

業種
医薬品

雇用形態
フリーランス

勤務地
東京都 23区

給与
500万円 ~ 650万円

更新日
2026年08月12日 11:24

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
ネイティブ

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

JOB SUMMARY

The primary responsibilities of the HR Specialist are to provide HR operational and administrative support to the APAC HR and Japan Teams.

ESSENTIAL JOB FUNCTIONS

HR Administration

- Manage HR Confidential Documents and records, maintaining digital and physical filing systems.
- Support Employee inquiries, preparation and Courier of HR Documentation i.e. Certification Letters, Payroll, Onboarding & Offboarding Documents etc.
- Maintain attendance records and assist with employee data updates and documentation in HR systems i.e. WorkDay, Deel, Sharepoint etc.
- Perform other general administrative duties as needed.

Compliance & Payroll

- Support the filing and submission of Compliance and legal documents (Work Rules, Labor Bureau, Work Visa etc).
- Support in Payroll and related Submissions with Payroll vendor (Labour Insurance, Resident Tax etc).
- Implement and reinforce employee policies and process to ensure compliance with applicable labour laws and regulations.
- Support Review and Implementation of Pension Plan and related processes.

HR Operations

- Partner with Global and Business Stakeholders on the facilitation and coordination for Employee matters i.e. Onboarding and Offboarding, Policies, Processes etc.
- Partner with Finance and IT Teams to ensure smooth HR Operations.
- Support onboarding for New Hires (setting up desks, IT, ID cards, business cards etc.).
- Support and participate in corporate HR initiatives and drive change management.
- Participate in HR projects and initiatives as required for development opportunities.

Recruitment & Coordination

- Support in scheduling Meetings, Interview Arrangements and maintaining accuracy of HR Data and Information in the necessary HR Systems.
- Schedule and support internal HR Programs, initiatives and preparation of Communication Materials i.e. E-mail Announcements etc.

Office & Facilities

- Coordinate company events, health checkups, and facility management.

Translation

- Translate basic documents (Japanese-English or English-Japanese).

スキル・資格**QUALIFICATIONS****Education**

- High school diploma or higher (Bachelor's degree preferred).

Experience

- 2+ years of experience in HR, Administrative, Payroll or office support role.

Knowledge & Skills

- Uphold strict confidentiality across all HR matters and documentation.
- Safeguard sensitive employee and organizational data.
- Business-level Japanese (reading/writing/speaking).
- Basic English skills (email, simple document translation, communication).
- Proficiency with Microsoft Office (Word, Excel, Outlook, Teams).
- Experience in using WorkDay or Deel would be an advantage.
- Strong organizational and communication skills.
- Team-oriented, detail-focused, and flexible mindset.

会社説明