Junior HR Generalist｜HR Operations & Payroll｜日本語 & English

♦3年以上の人事・労務経験をお持ちの方♦英語力を活かせるインターナショナルな環境

募集職種

採用企業名
XML Japan 合同会社

求人ID
1611449

業種
その他（人材サービス）

雇用形態
正社員

勤務地
日本

給与
650万円 ~ 750万円

勤務時間
Flexible - with 4 hours of overlap for both UK and JP Time Zones

更新日
2026年11月17日 11:00

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
ネイティブレベル

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

What We Offer
☆Hybrid working model based in Tokyo and flexible hours in Japan with 4 hours of UK morning working hours.
☆Collaborative and international working environment.
☆Professional development opportunities across HR Operations and Employee Support.
☆Exposure to workforce management, HR compliance, and international business operations.
☆Opportunity to contribute to the growth of HR processes within a dynamic global organization.

Support HR Operations & Payroll in a Dynamic International Environment
We are looking for a Junior HR Generalist to join our growing HR Operations team in Japan.
This is an excellent opportunity for an HR professional who enjoys supporting employees, coordinating HR operations, and working in a multicultural environment. You'll play an important role in employee administration, workforce coordination, HR compliance, and day-to-day HR operations while collaborating with internal teams, external partners,

and employees across the business. Additionally, the role assists in the global payroll process, ensuring accurate payment and compliance with local tax and labor laws.
If you're looking to broaden your HR career within an international organization while gaining exposure to HR Operations, workforce management, and Japanese labour compliance, we'd love to hear from you.

What You'll Do

HR Operations
• Support day-to-day HR operations and employee administration activities.
• Coordinate onboarding, offboarding, and employee lifecycle processes.
• Maintain accurate HR records, employee files, and operational documentation.
• Support HR process improvements and operational excellence initiatives.

Employee Support
• Act as a first point of contact for HR-related employee enquiries.
• Explain employment conditions, HR policies, and internal procedures.
• Support employees throughout their employment lifecycle.
• Coordinate with managers and internal stakeholders to resolve HR-related matters.

Workforce Administration
• Support the administration of temporary and contract workforce operations.
• Prepare and maintain workforce-related documentation and operational records.
• Coordinate with internal departments and external partners to ensure smooth workforce operations.
• Assist with workforce planning and operational coordination activities.

HR Compliance
• Support compliance with the Japanese Worker Dispatch Act and other applicable labour regulations.
• Maintain HR documentation in accordance with company policies and legal requirements.
• Handle confidential employee information with professionalism and discretion.
• Support audits, reporting activities, and HR compliance initiatives.

Payroll Support
• Assist the Global Payroll team with processing payroll for employees across multiple countries, ensuring accuracy and timeliness.
• Ensure the payroll process complies with local laws, tax regulations, and statutory deductions in each country of operation.
• Provide support to employees who have questions or concerns related to payroll, benefits, and vacation eligibility.
• Assist with payroll-related projects, such as system implementations or process improvements. Adhere to the organisation's information security policies and procedures, including protecting the confidentiality, integrity, and availability of information.

スキル・資格

What We Are Looking For
Required Qualifications
✔ Bachelor Degree in Human Resources and related field
✔ Business-level English. Native-level Japanese.
✔ Min 3 years of experience in one or more of the following:
• HR Operations
• HR Administration
• HR Generalist
• Employee Administration
• Workforce Administration
• Staffing Operations
• Labour Administration
✔ Strong organizational and communication skills.
✔ Ability to manage multiple priorities in a fast-paced environment.
✔ Strong attention to detail and commitment to confidentiality.
✔ Valid authorization to work in Japan.

Preferred Qualifications
・Knowledge of the Japanese Worker Dispatch Act and labour regulations.
・Experience supporting temporary workforce or staffing operations.
・Experience working in an international or multinational organization.
・Experience with HR Operations, employee lifecycle management, or workforce administration.
・Dispatch Manager (派遣元責任者) certification, or willingness to obtain it, is an advantage.

Ready to Grow Your HR Career?

If you're passionate about people, HR operations, and delivering an outstanding employee experience in an international environment, we'd love to hear from you.
Apply today and become part of a team where your ideas, collaboration, and commitment to excellence make a real impact.

会社説明