



## HR Specialist Up to 10M - hybrid work and flex time

### Job Information

**Temp Agency**

Randstad K.K., Professionals

**Job ID**

1469897

**Industry**

Medical Device

**Company Type**

International Company

**Job Type**

Temp to Perm

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience ~ 10 million yen

**Refreshed**

February 21st, 2025 03:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

- - Workforce Planning and Employment
    - Assisting with completing background investigations
    - Processing transfers, promotions, and terminations
- - HR Development
    - Evaluating the effectiveness of training programs
    - Maintaining records of employee participation in all training and development programs
- - Total Rewards
    - Performing job evaluations and job analyses
    - Conducting and analyzing compensation surveys
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- Employee and Labor Relations

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### Required Skills

- At least 2 years experiences managing HR operational experiences in multinational company.

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### Company Description