

## HR Specialist - IT

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#### Job Information

**Recruiter**

Michael Page

**Job ID**

1490101

**Industry**

Gaming

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6.5 million yen

**Refreshed**

August 13th, 2024 13:00

#### General Requirements

**Minimum Experience Level**

Over 1 year

**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

This role is ideal for individuals with experience in Talent Acquisition (TA) or agency recruitment who are looking to expand their HR expertise. The HR Specialist will play a key role in supporting various HR functions, with a focus on recruitment, onboarding, and HR operations.

#### Client Details

The client is a technology related that's growing their business in Japan. They are dedicated to innovation and excellence in technology solutions.

#### Description

- Manage end-to-end recruitment processes, including job postings, candidate screening, interviews, and selection.

- Collaborate with hiring managers to understand staffing needs and develop effective recruitment strategies.
- Build and maintain a strong talent pipeline through proactive sourcing and networking.
- Coordinate and facilitate the on-boarding process for new hires, ensuring a smooth transition into the company.
- Conduct new hire orientations and provide necessary training on company policies and procedures.
- Assist in addressing employee queries and concerns, providing guidance on HR policies and practices.
- Support the HR team in maintaining a positive and inclusive work environment.
- Maintain accurate employee records and HR databases.
- Assist in the preparation of HR reports and documentation as needed.

#### **Job Offer**

- Opportunity to grow and develop your HR career in a fast-paced environment

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Mika Lumayag on +813 6627 6059

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#### **Required Skills**

- Fluency in Japanese (both written and spoken), business-level proficiency in English.
  - Minimum of 2 years of experience in Talent Acquisition (TA) or agency recruitment.
  - Strong communication and interpersonal skills.
  - Ability to work in a fast-paced environment and manage multiple tasks effectively.
  - Detail-oriented with strong organizational skills.
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#### **Company Description**

Michael Page is a leading professional recruitment consultancy specialising in the recruitment of permanent, contract and temporary positions.