**Position/Title:** Global Human Resources Specialist

**Location**

ARKRAY, Inc. Kyoto Laboratory

Yousuien-nai, 59 Gansuin-cho, Kamigyo-ku, Kyoto 602-0008, JAPAN

**Responsibilities**

Global Recruitment:

* Supporting recruitment activities for all of ARKRAY’s global affiliate companies
* Managing job boards, writing job descriptions, managing and screening applicants, coordinating with overseas hiring managers
* Using advanced search tools to find suitable candidates
* Compose and send scout/recruiting mail to target candidates
* Scheduling, attending, and participating in interviews with candidates from all over the world
* Managing and improving ARKRAY’s LinkedIn page, increasing follower count, and posting company news

Global Human Resources

* Supporting ARKRAY’s global affiliate companies with various HR issues such as promotions, annual salary increase / merit increase, and bonus/ incentive
* Supporting planning, setting KPIs and targets, and organizational changes
* Researching information about labor laws and practices in various countries around the world
* Preparing human resources-related proposals to be reviewed and discussed with the upper management

**Requirements**

* Capable of relocating to Kyoto
* Japanese or English Native Level AND English or Japanese Business Level or above
* Experience working in a Japanese company preferred

**About Our Company**

‘For all the people around the world to keep their smile’, that is our ARKRAY’s wish. ARKRAY, Inc. is focused on always providing new value to our customers and this is based on our founder’s drive for taking on challenges. This drive has been key over the years as we built up our own, rare business style and maintained a comprehensive approach to the development, manufacture and distribution of the sample test devices, diagnostic reagents and diagnostic support tools needed for clinical testing all over the world.

For more information, visit our HP. <http://www.arkray.co.jp/>

**How to Apply**

For candidates interested, please send us your resume to [ghr@arkray.co.jp](mailto:ghr@arkray.co.jp).

Please feel free to contact us with any questions.