



## Head of HR

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Hiring Company**

Japanese largest PTS

**Job ID**

1454795

**Industry**

Securities

**Company Type**

Large Company (more than 300 employees)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

July 2nd, 2025 02:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**[JOB RESPONSIBILITIES]**

- Develop and implement strategic HR plans and policies to support the company's mission and strategy.
- Managing on-boarding, assessing, recruiting and other related HR topics
- Handling employee issues and providing guidance on legal employment subjects and policy interpretation
- Working in partnership with the management to build a strong HR platform to support our employees better.
- Engaging effectively with Business Leaders

- Being able to build and lead a team with HR staff(s).

## **[REQUIREMENTS]**

- Minimum 5+ years of experience within an HR department as a Manager
- Good communication skills facing different level of Stake holders
- Native level Japanese and fluent level English is a total must
- Experience as an HR Manager at financial institutions (preferably Security Firms) is a plus.

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## **Company Description**

**Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.**

Focusing across all sectors, we leverages the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

### **Our Mission**

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

### **Our Business Sectors**

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

### **Our Services**

#### **• Contingency**

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

#### **• Retained**

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

#### **• Market Entry**

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.