

「プロだからわかる、あなたのスキルが活躍の場所」  
60以上の業界・職種に特化した専門チームがサポート

Robert—  
—Walters

## 【英語を活かす】HR Director

広報代理店にて、HR Director の求人がございます。

### Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**

広報代理店

**Job ID**

1479580

**Industry**

Advertising, PR

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

9 million yen ~ 11 million yen

**Work Hours**

お問い合わせください

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

December 23rd, 2024 01:00

### General Requirements

**Career Level**

Executive

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

An international communications company is looking for an HR Director. The selected candidate will partner with management teams to align HR strategies with business goals.

An international communications and public relations agency known for integrated campaigns that combine traditional and digital media approaches. Centered on technology, innovation, and storytelling, the firm collaborates with clients to craft impactful narratives that engage audiences and deliver results.

**Keywords:**

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

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**Responsibilities:**

- Offer expert advice on people management to the leadership team
- Lead the recruitment process, coordinating with stakeholders and candidates
- Design and implement recruiting strategies for the Japan market
- Work with management and regional HR to identify future hiring needs
- Ensure compliance with HR policies and procedures across all HR functions
- Oversee employee onboarding, including updating materials with the office manager
- Manage the HR system to keep employee data and training records updated
- Participate in regular regional meetings to ensure smooth HR operations
- Guide administrative staff to improve work quality and speed, enhancing overall productivity

**Requirements:**

- Understanding of PR and digital
- Ability and willingness to learn how a PR and digital agency operates
- Possess practical skills and a drive to expand in all HR areas
- Knowledge of digital channels and their application to HR

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.