

## 【HR Manager Japan】～14M Base 外資系金融機関

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## Job Information

**Recruiter**

Michael Page

**Job ID**

1482461

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

12 million yen ~ 14 million yen

**Refreshed**

July 1st, 2024 00:00

## General Requirements

**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

外資系インベストメントファームにてHR Managerポジションのご案内です。新設ポジション・大変やりがいのあるポジションです！

**Client Details**

外資系インベストメントファームです。

**Description**

- Manage onboarding and offboarding processes, providing support to new and existing employees.
- Develop and implement HR infrastructure, including employee handbooks and compliant practices.
- Provide guidance to management and support employees with workplace issues.
- Handle HR duties such as benefits enrollment, payroll management, HRIS maintenance, and payroll reconciliation.
- Coordinate recruitment activities and oversee the internship program.
- Ensure compliance with regulatory and legal requirements during payroll processing.
- Execute corporate initiatives and programs, including employee engagement, performance management, and talent development.
- Lead or assist in global and regional people-related projects.

- Prepare for and assist in Board of Directors' meetings in Japan.
- Identify opportunities for process improvements to boost productivity.
- Foster communication and collaboration among teams.
- Oversee daily operations to ensure efficiency and update policies to align with organizational goals.

#### Job Offer

◆ 勤務地：東京都千代田区

◆ 勤務時間：9：00～18：00

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Masako Horikoshi on +813 6832 8957.

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#### Required Skills

- 5-8 years of experience.
  - Strong judgment and analysis skills.
  - Open to new perspectives.
  - Strong organizational skills and inquisitive mindset.
  - Knowledge of local labor laws.
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#### Company Description

外資系インベストメントファームです。