



## HR & Admin Manager

### Job Information

**Hiring Company**

[Pico Global Services Ltd.](#)

**Job ID**

1503519

**Division**

Office Administration

**Industry**

Other (Advertising, PR, Media)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

November 22nd, 2024 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**PURPOSE OF THE JOB**

Pico International Ltd is looking for a self-motivated, results-driven, bilingual and high EQ HR & Admin Manager to support on HR and office administrative matters.

The ideal candidate is required to stay up-to-date with changes in work legislation and industry standards. He / She will be responsible for all recruitment and selection administrative processes, and implementations of HR strategies, working with the global HR team, as well as to handle employee relations. In this role, the HR & Admin Manager must ensure compliance with all labour laws.

In addition, the ideal candidate will also work on other office administrative matters, together with an Admin Assistant, such as office supplies replenishment, P-Mark certification, etc.

The successful candidate for this role should possess excellent communication skills and have prior experience in human resources matters. You will play a key role in supporting the agency's brand image as well as to help the agency achieve the overall growth objectives.

**ROLE AND RESPONSIBILITIES**

- Ensure compliance with all employment laws and regulations.
  - Stay updated on changes in work legislation and industry standards.
  - Work on recruitment and selection processes, including sourcing, interviewing, and hiring new employees.
  - Implement HR strategies, policies, and procedures, working hand-in-hand with Global HR team
  - Run employee training and development programs.
  - Maintain HR records, including employee files, compensation, and benefits information.
  - Assist to handle employee relations and resolve any workplace conflicts or issues.
  - Assist to create employee benefits programs and ensure compliance with regulations.
  - Work on onboarding and offboarding
  - Assist to run employee recognition and rewards programs.
  - Assist to manage and resolve employee complaints and grievances.
  - Provide HR support and guidance to managers and employees.
  - Negotiate and manage labor contracts and collective bargaining agreements.
  - Conduct performance evaluations and provide feedback to employees.
  - Stay updated on current industry trends and best practices in HR management.
  - Liaise with external vendors and work on Office Administrative matters such as office supplies replenishment, P-Mark application, IT matters (eg. Wifi repair), etc.
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**Required Skills**

- At least 5 years of working experience
- Bachelor's degree in Human Resources or a related field.
- Experience in recruiting, training, or organizational development.
- Excellent communication and interpersonal skills.
- Expertise in resolving conflicts and fostering healthy workplace relationships.
- Strong critical thinking and problem-solving skills.
- Thorough knowledge of employment laws, regulations, and best practices.
- Must be fluent in spoken and written English
- Must have native level spoken and written proficiency in Japanese
- Candidate must have a valid working permit in Japan

**Functional Competencies**

- Excellent written and verbal communication skills
  - Time-management skills
  - Attention to detail
  - Ability to multi-task
  - Problem-Solving
  - Global Perspective
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**Company Description**