



## HR Manager / Generalist 募集 | 米国発・DX免税電子化ツールPIE VAT

HR経験者募集！ リモート勤務あり・ハイブリッド勤務です

## Job Information

**Hiring Company**

[Pie Systems Japan K.K.](#)

**Job ID**

1515982

**Industry**

Internet, Web Services

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 8 million yen

**Work Hours**

裁量労働制

**Holidays**

週休2日、特別休暇、リフレッシュ休暇、慶弔休暇など

**Refreshed**

March 3rd, 2025 09:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

**[Job brief]**

We are seeking a HR Generalist to join our People Success team. This role will play a crucial role in managing and executing a wide range of HR functions, from HR departments day-to-day operations including recruitment and employee relations to policy implementation. The ideal candidate will possess good HR expertise, preferably generalist role, good understanding of labor laws and regulations and good communication skills.

HR Manager / Generalist will start with recruitment and labor-related tasks, and then work together with the Head of People Success to build out other areas.

**[You will]**

- HR Business Partner
  - Serve as a trusted advisor, providing guidance and support on HR-related matters.
- Recruitment
  - Find and select appropriate recruiting channels such as job boards, talent database, agents, referrals with a recruiting assistant.
  - Conduct recruitment process including communicating with agents, especially for hiring Directors / Managers.
- Labor Administration
  - Based on labor laws, amend employment regulations and create internal regulations.
  - Respond to inquiries about employment conditions and benefits.
  - Explain company policies and labor law regulations to employees.
  - Assist in handling workplace issues such as harassment and labor disputes.
- Other HR areas
  - Assist in talent management, including performance management, learning and development, employee engagement and compensation planning.

**Report to:** Head of People Success

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<Company>

Pie Systems is building a platform to support, build, and expand tourism through a digital approach, starting with the \$70B+ tax-free shopping industry globally. Our mission is **Empowering local partners, globally. Delighting global tourists, Locally.** We seek to empower local partners and global tourists with data, analytics, and marketing to help grow sales and spend by tourists at local establishments including retail shops, restaurants, hotels, etc. The tourist-facing Pie VAT app enables more touch points with tourists as they are abroad, encouraging easy exploration, discovery, and shopping. For store partners, our tax-free platform is digital, efficient, and free to use.

We're a global, VC-backed startup working at the intersection of fintech, retail, and travel. Our core product, Pie VAT is a frictionless digital solution for the \$70b tax-free shopping. We are a remote-first distributed team across the US, Europe, and Asia (hubs in San Francisco, Copenhagen, and Tokyo). Among our thousands of store partners are some of the best-known brands and retailers in the industry.

As Pie's growth accelerates and our product continues to delight users, we're looking for incredible people to help us achieve our ultimate vision of creating the best tourism experience. Our product-first focus allows for features and decisions to be led by a customer-centric mindset. We're analytical and ambitious - willing to do whatever it takes to empower our teams, and bring as much value as possible to our customers.

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Required Skills

**[You have]**

- Bachelors degree or above.
- Minimum of 3 years of experience in HR, preferably generalist role.
- Good understanding of employment laws and practices.
- Fluent Japanese and conversational-level English.
- Good communication skills.

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Company Description