



(Assistant) HR Manager – 3 days/week

Payroll and recruitment focus

Job Information

Hiring Company

[Weave Living Japan K.K.](#)

Job ID

1526333

Industry

Property Developer, House-builder

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Part-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

Negotiable, based on experience ~ 3 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Holidays

20 paid Annual Leave

Refreshed

March 11th, 2025 12:31

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Weave Living Japan KK

Job Highlights

- Possible for renewal or conversion to a permanent contract
- Growth potential based on performance and interest
- Competitive compensation with good employee benefits

Job Description

About the Role:

We're looking for energetic team players with a capacity for achievement to join our team in Tokyo. You'll take full ownership and accountability to manage and support the payroll of the Tokyo office, as well as support the HQ HR team (Hong Kong base) on other HR topics, including recruitment, learning & development and other ad-hoc tasks.

Responsibilities:

- Responsible for the payroll process of employees in Tokyo, ensuring accuracy and timeliness.
- Participate in the preparation of the annual payroll budget and the formulation of adjustment plans.
- Conduct market salary surveys, analyze data, and write reports to provide a basis for the company's compensation strategy.
- Maintain and update employee compensation information, ensuring the accuracy of system data.
- Responsible for the execution and management of employee benefits programs in Tokyo, including but not limited to social insurance, medical insurance, annual leave, etc
- Maintain good communication with external organizations such as insurance companies and benefit providers to ensure the smooth implementation of benefit programs
- Assist in the recruitment process, including job postings, resume screening, and interview scheduling
- Participate in employee training and development programs
- Maintain employee records and related HR documentation
- Help manage employee relations and performance evaluations
- Organize employee activities to enhance team atmosphere
- Contribute to the development and implementation of HR policies

About the Company:

Weave Living is Asia Pacific's leading integrated lifestyle rental apartment developer, owner, operator and asset manager. Our beautifully designed and professionally managed living options include multi-family apartments, luxury serviced suites and private co-living studios in wholly owned buildings in prime city central locations.

We pride ourselves in bringing hassle-free city living experience to our residents delivering fantastic value. Our properties are home to global citizens who rave about our fully-furnished, design-led living spaces, amazing shared spaces, state-of-the-art technology, luxury amenities, unmatched service, and most importantly a vibrant community led by our very own brand ambassadors. Focus on sustainability, and creating positive social impact is at the heart of everything we do. We are a portfolio company of leading global private equity firm Warburg Pincus, and work with several leading global institutional investors as JV partners in our residential-for-rent asset management business.

Required Skills

Requirements:

- Strong people skills - approachable, a good listener, and empathetic
- 5+ years of professional working experience with extensive time in payroll and/or recruitment
- Business-driven mindset with the ability to build a positive rapport with the business
- Outstanding communication and interpersonal skills with the ability to interact, influence, and build relationships at all levels
- Strong sense of urgency, with proven ability to act swiftly under pressure and adapt to changing priorities and processes
- Collaborative, enjoys sharing ideas, and is a good team player

Company Description