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HR Manager - Luxury Fashion House

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Job Information

Recruiter
[Michael Page](#)
Job ID

1530302

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 13 million yen

Refreshed

April 2nd, 2025 10:58

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

The HR Manager collaborates with the leadership team to achieve business objectives by implementing HR initiatives and addressing organizational improvements. They oversee various HR functions, including talent acquisition, employee relations, and performance management, while reporting to the HR Director.

Client Details

The company is a well-established luxury brand with a unique blend of European sophistication and a distinct Japanese influence. With 30 direct stores and a team of 60 employees in Japan, the business operates smoothly and is in a stable position. Employees enjoy a flexible work environment, including the option to work from home twice a week and a flexible time policy, contributing to a balanced work-life dynamic. Under the leadership of a renowned artistic director, the brand continues to thrive with its innovative and culturally rich approach.

Description

- **General Human Resources:**

- Review and update HR policies, standards, and programs to align with business needs and regulations.

- Maximize retail performance through goal setting (KPIs/Incentives) and data analysis.
- Develop and manage annual budgets for office and stores, including labor and HR-related costs.
- Prepare and submit reports to HQ and LVMH Group.
- Maintain and update HRIS, including local and group databases and time management systems.
- Coordinate payroll process with payroll team.
- Act as HR contact for internal and external audits.
- **Talent Acquisition:**
 - Develop and execute recruiting strategies to meet business needs.
 - Fill vacancies with qualified candidates in a timely manner.
- **Employee Relations:**
 - Recommend practices to foster positive employer-employee relationships and high employee morale.
 - Manage employee communication and feedback to address attraction and retention issues.
 - Resolve HR-related issues within the organization.
- **Organization Development and Performance Management:**
 - Lead performance reviews, talent assessments, succession planning, and compensation reviews.
 - Evaluate and drive necessary organizational changes based on business needs.
 - Oversee performance improvement processes for underperforming employees.
- **Training and Development:**
 - Create and implement organizational training strategies and assess their outcomes.
 - Plan induction training for new employees and develop individualized training plans.

Job Offer

- Flexible working hours and the option to work from home several days a week.
- Comprehensive healthcare benefits.
- Generous paid time off.
- Learning and development opportunities to support career growth.
- Supportive and inclusive company culture.
- Access to various resources to help employees thrive professionally and personally.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

Required Skills

- **Education & Experience:**
 - Bachelor's Degree with at least 2 years of broad HR experience.
 - Preferable experience in B2C business, though retail experience is not required.
- **Communication Skills:**
 - Excellent verbal, written, and interpersonal communication skills in both Japanese and English.
- **Organizational Agility:**

- Build effective relationships to get things done across boundaries.
 - Knowledgeable about organizational dynamics and how to navigate them.
 - **Strategic Agility:**
 - Ability to understand the broader business context while managing day-to-day operations.
 - Balance anticipating future trends with addressing immediate details.
 - **Problem Solving:**
 - Define, analyze, and solve problems with effective and creative solutions.
 - Proactively identify and address hidden problems or issues.
 - **Dealing with Ambiguity:**
 - Adapt to changes effectively and make decisions without having the complete picture.
 - **Conflict Management:**
 - Address conflicts constructively, viewing them as opportunities for resolution.
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Company Description

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