

MichaelPage

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HR Specialist - British retail brand

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Job Information

Recruiter

Michael Page

Job ID

1533675

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6.5 million yen

Refreshed

April 17th, 2025 18:35

General Requirements

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This role oversees end-to-end HR functions, including recruitment, onboarding, payroll, compliance, and employee benefits, ensuring smooth operations across both store and office teams. It also supports office administration and finance-related tasks, contributing to overall organizational efficiency and compliance.

Client Details

A dynamic fashion brand with a global presence, built on creativity, collaboration, and bold ideas. Here, HR professionals play a key role in shaping a culture that values individuality, inclusion, and innovation. It's a place where people come first- where you can champion talent, drive meaningful change, and help build an environment where every voice matters. Join a fast-paced, forward-thinking team that's redefining what it means to work in fashion.

Description

- Lead recruitment efforts for both retail store and office-based positions
- Oversee onboarding and offboarding processes, including employment contracts, insurance setup, system access, and email accounts

- Manage annual procedures for employee insurance and income tax compliance
- Calculate monthly payroll, sales commissions, and ensure timely disbursements
- Maintain and update the HR system to reflect accurate employee data, work hours, and leave records
- Ensure recruitment strategies align with company needs and market trends
- Monitor and ensure company policies comply with labor laws and update them as necessary
- Drive and participate in various HR-related initiatives and improvement projects
- Address and resolve issues related to compensation, benefits, and employee satisfaction
- Oversee general office administration and maintain a productive work environment
- Assist the finance team with administrative support and company payment processing

Job Offer

- regional exposure and engagement
- Creative and collaborative work environment
- Supportive leadership and strong team culture
- Staff discounts and access to exclusive products
- Career progression
- Recognition programs and performance incentives
- Access to development and training resources
- Involvement in exciting brand events and projects
- Performance bonus

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

- 3+ years of experience in HR is ideal
- Positive thinking with flexibility, work independently
- Experience documenting HR processes and identifying areas for improvement
- Excellent communication skills
- Strong proficiency in Japanese and English
- Sense of confidentiality, attention to detail
- Ability of organize, prioritize, follow deadlines of multi tasks

Company Description

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