

MichaelPage

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HR Specialist - British retail brand

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1533675

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 650万円

更新日

2025年04月17日 18:35

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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

スキル・資格

- 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

会社説明

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