

BURBERRY

Talent Acquisition Manager

Job Information

Hiring Company[Burberry Japan K.K.](#)**Job ID**

1529056

Industry

Apparel, Fashion

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

6 million yen ~ 9 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:30~18:00 (フレックス制度あり)

Refreshed

August 19th, 2025 01:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

JOB PURPOSE

- To effectively manage and lead the recruitment for office and retail functions at Burberry
- To own the end-to-end Recruitment activities from Sourcing, Screening, Interview to Offer
- To play a KEY role in managing stakeholder relationships across the functions, and be strategically influencing involved parties aligned to the business purpose.
- The role may take ownership of and solve more complex and / or technical problems and issues within own specialty to ensure customer satisfaction and business improvement

RESPONSIBILITIES

Core Duties

- Execute resourcing plans for both office and retail functions and wider business using cost-effective, innovative recruitment solutions
- Collaborate with stakeholders to develop recruitment strategies
- Maintain high customer satisfaction by ensuring accurate processing and meeting service levels
- Generate monthly Applicant Tracking System reports and ensure team meets KPIs (if there is any)
- Manage relationships with external suppliers and recruitment agencies
- Develop succession and resourcing plans for critical roles with HRBP(s)
- Support TA Resourcing Corporate on strategy projects
- Provide process approvals and ensure compliance with requisition procedures
- Independently manage risk assessment and resolution for recruitment processes
- Build and maintain candidate relationships throughout hiring and onboarding
- Conduct reference checking if required

Leadership Responsibilities

- Represent company brand to attract top talent
- Manage and develop TA Specialists & Coordinators to ensure team effectiveness
- Identify key performers with the regional HRBP(s)
- Participate in relevant internal and external events
- Identify process improvements and stay current on market trends
- Collaborate across HR functions to address root causes and improve procedures within the hiring process.

Required Skills

PERSONAL PROFILE

- Degree required, fluent in English and Japanese are expected
- 7+ years recruitment experience in internal function
- Understanding of recruitment processes and standards
- Retail background is a plus, not a MUST.
- Proven team management experience
- International work capability
- Independent, flexible and be able to influence the stakeholders

Company Description