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United Kingdom



## PR/117987 | HR & General Affairs Manager

### Job Information

**Recruiter**[JAC Recruitment UK](#)**Job ID**

1541588

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 17:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**About the Role**

As HR & General Affairs Lead, you will lead and manage a wide range of human resources and corporate support functions. You will play a vital role in ensuring that all HR operations—from payroll and visa management to compliance and employee engagement—are executed with accuracy, efficiency, and integrity. This role involves working closely with both local staff and the Japanese headquarters to align HR practices with global strategies.

**Key responsibilities include:**

- Lead and manage the company's performance evaluation cycles.
- Oversee payroll processes for both expatriate and local employees.
- Manage tax matters related to expatriate and local staff.
- Handle visa applications, renewals, and legal compliance.
- Administer employee benefits programs and ensure timely updates.
- Manage attendance tracking and leave management systems.
- Maintain and update employee handbooks and HR-related regulations.

- Handle onboarding and offboarding processes for all staff.
  - Conduct and analyze employee engagement surveys.
  - Collaborate with HQ on global HR reporting and alignment.
  - Address harassment, compliance, and workplace issues appropriately.
  - Ensure accurate reporting of HR-related items in financial statements (e.g. Directors' Remuneration).
  - Ensure compliance with data protection laws and proper handling of employee personal information.
  - Oversee HR-related budget and cost planning.
  - Support organizational restructuring and internal transfers.
  - Manage and renew business insurance policies, ensuring appropriate coverage.
  - Handle lease agreements and maintenance matters related to office facilities.
  - Oversee office operations, supplies procurement, and vendor relationships.
  - Coordinate internal company events, meetings, and employee communications.
  - Manage administrative staff and ensure smooth execution of GA tasks.
  - Support internal audits and ensure compliance with corporate governance standards.
- Carry out all reasonable duties as and when requested by the managers.

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post. The list of tasks is not an exclusive one and duties may be varied from time to time. This job description is subject to regular review.

#### Successful Candidate Will Have:

- Minimum 5 years of experience in a generalist HR role with both operational and strategic exposure.
- Strong leadership and team management capabilities.
- Proactive and adaptable, with a solution-oriented mindset.
- Accuracy and attention to detail.
- High degree of integrity and professionalism.
- Solid understanding of general HR operations and key standards.
- Proficiency in both Japanese and English.
- Advanced Excel skills.
- Proficiency in SaaS-based HR and administrative tools.

#### Preferred (But Not Essential):

- CIPD qualification or equivalent preferred.
- Familiarity with UK employment law, visa procedures, and compliance standards.
- Experience managing both expatriate and local HR issues (e.g., payroll, taxation, benefits).
- Ability to manage competing priorities under tight deadlines.
- Excellent verbal and written communication skills.

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

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#### Company Description