



TA/HRBP

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Job ID

1546318

Industry

Daily Necessities, Cosmetics

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Japan

Salary

6 million yen ~ 7 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

40 hours/week

Holidays

Sat, Sun, public holidays

Refreshed

July 28th, 2025 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Business Level

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

You will be responsible for:

- Strategically acquiring outstanding talent to support the growth of the business.

- Carrying out all recruitment activities for full-time, contract, temporary and part-time employees
- Promoting employee retention.
- Various procedures and data management related to employee joining, transfer, and resignation in order to smoothly manage the organization's human resources operations.

You will work in cooperation with the HRBP Manager to promote operations, mainly focusing on operational tasks such as personnel notices and creating organizational charts.

Required Skills

Requirements

- Recruitment experience in a business company (3 years or more), regardless of whether it is Japanese or foreign-affiliated
 - Experience in the retail industry (especially the cosmetics industry) or FMCG is preferred
 - PC skills: Data management and analysis skills in Excel (intermediate level or higher: VLOOK, etc.)
 - Presentation skills in PowerPoint
 - English skills: Daily conversation or higher is essential, business level (TOEIC 800 or higher) is preferred
 - Logical thinking skills
 - Problem-solving skills
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