



Human Resources Director

HR Director Role - Tier 1 Retail

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1546320

Industry

Retail

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Japan

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

40 hours/week

Holidays

Sat, Sun, public holidays

Refreshed

May 4th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Executive

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

- **Retail HR Business Partner Functions**
- **Corporate HR Business Partner Functions**
- **HR Administration & Payroll**
 - Administer all HR procedures and related documentation, such as employment contracts, salary adjustment letters, warning notices, and disciplinary actions.

 - Oversee payroll operations, benefits administration, and ensure compliance with statutory HR requirements.
- **Employee Relations**
 - Manage employee relations with a focus on retaining and developing top talent.

 - Oversee performance improvement plans and handle dismissal procedures as necessary.
- **Training & Development**
 - Coordinate and execute training and development initiatives in collaboration with headquarters.

Other Responsibilities

- Manage HR cost control processes, ensuring alignment with annual budgets and monthly forecasts.
- Implement and manage the HR Information System (HRIS) effectively.
- Enforce and localize global HR policies as needed.
- Handle legal matters in coordination with legal experts to ensure compliance and minimize risk.

< Key Requirements >

- At least 7 years of experience in Human Resources
- Background in retail or fashion industries is highly preferred
- Strong interpersonal and relationship-building skills
- In-depth knowledge of Japanese labor laws
- Solid understanding of payroll processes
- Excellent multitasking and problem-solving abilities
- Proven capability to collaborate effectively across departments
- Proactive and hands-on approach to work
- Experience in recruitment and managing people
- Proficient in both Japanese and English, with strong verbal and written communication skills
- Positive, forward-thinking, and solutions-oriented mindset

Company Description