



## 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**

Tokyo - 23 Wards

**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**

June 1st, 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

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#### **Company Description**