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HR Operations Specialist - Luxury Group

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Job Information

Recruiter
[Michael Page](#)
Job ID

1546585

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

June 3rd, 2026 04:00

General Requirements

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This client is looking for a detail-oriented and proactive HR Operations Specialist to join our HR team in Tokyo. This role focuses on managing employment contracts, HR lifecycle operations, and internal communications to support a growing workforce in a dynamic, global environment.

Client Details

This global fashion group is home to some of the world's most influential luxury brands. In Japan, it fosters a forward-thinking HR culture that celebrates individuality, embraces diversity, and supports personal growth. With a strong presence in both retail and corporate environments, the company offers a dynamic and inclusive workplace where employees are empowered to bring their authentic selves to work. You'll be part of a collaborative team driving innovation at the forefront of the luxury industry.

Description

-Manage employment contract processes (creation, renewal) for all employee types, including temporary and dispatched workers

- Coordinate pre-boarding, onboarding (including orientations), and offboarding processes
- Administer HR notifications and announcements (joiners, transfers, promotions, leavers)
- Maintain and organize employment documentation and records
- Liaise with payroll vendors and internal stakeholders across multiple locations
- Support additional HR administrative functions as needed

Job Offer

- Competitive annual salary.
- Opportunities to contribute to an established retail company in Tokyo.
- Structured and efficient workplace environment.
- Permanent employment with room for professional growth.
- Hybrid work model (up to 8 days/month remote)
- Flexible working hours with core time (10:30am-3:30pm)
- No dress code - freedom of hairstyle and personal style
- Work in a diverse and international environment
- central Tokyo office location
- Supportive leadership and clear career progression

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

Required Skills

- Minimum 3 years of experience in HR operations or employee benefits administration
- Foundational knowledge of social and labor insurance in Japan
- Strong interpersonal and communication skills for internal/external coordination
- Excellent time management and task tracking abilities

Preferred:

- Experience in retail or with variable working hour systems
 - HR experience in foreign-affiliated companies or shared service environments
 - Familiarity with payroll vendors
 - Comfort working with English documentation or terminology
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Company Description

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