



【英語を活かす】人事アシスタントマネージャー/ HR Assistant Manager

グローバルアパレル企業にて、人事アシスタントマネージャーの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

グローバルアパレル企業

Job ID

1546721

Industry

Apparel, Fashion

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 7.5 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

July 3rd, 2025 17:22

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global leading footwear and apparel company is looking for an HR Assistant Manager. The selected candidate will support HR functions across brands, manage recruitment, ensure compliance, and drive employee engagement. This is a hybrid role.

One of the world's leading footwear and apparel companies with a long history of successful operations spanning over 100 years. Headquartered in the US, this organisation operates several iconic brands and provides a wide range of outdoor products and accessories for consumers worldwide.

Keywords:

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

Job Ref: Q892DY

Responsibilities:

- Support HR policies, procedures, and market practices to ensure relevance and competitiveness
- Implement performance management, training, and talent review programs, tracking completion and objectives
- Lead recruitment for office and retail positions, handling the full hiring process from posting to offer
- Oversee payroll, social insurance, and compliance, ensuring accuracy with payroll providers
- Manage employee benefits, including insurance, leave programs, and occupational health initiatives
- Organise employee engagement activities, culture surveys, and cross-functional events

Requirements:

- Bachelor's degree or above in human resource or MBA
- More than 8 years of professional experience
- More than 5 years of supervisory experience
- More than 5 years of experience in HR domain in MNC or retail industry
- Proficient in MS Office Suite
- Possess valid Class-2 health officer's licence
- Business level written and verbal Japanese and English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.