

C&B Manager - Human Resources

Tier 1 French Global Company

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Job ID

1552077

Division

Human Resources

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 7.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

40 hours/week

Holidays

121 per year incl. Sat & Sun

Refreshed

November 18th, 2025 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

[Main duties]

Payroll calculation-related tasks for head office staff (approximately 100 people) Labor management support for store staff (approximately 900 people) Company-wide employee benefits management Data compilation

Working style: Hybrid (60% WFH). Flextime system (standard working hours per day are 7.5 hours) Core time: None. Flexible time: 7:00-20:00. Minimum working hours per day: 4 hours during flexible time

Compensation:

- Negotiable.
- 10-15% incentive bonus annually.
- Two seasonal bonuses equivalent to 1 month's salary each.

Required Skills

[Requirements]
Experience in labor-related work at a business company (retail industry is even better): 5 years or more in total
Data management and analysis in Excel (VLOOK, IF functions, etc.), PowerPoint presentation experience
Experience in labor-related work at a foreign company (opportunities to communicate in English, and intermediate level English ability)

Company Description