



## 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**

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### 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.

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**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)

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**Company Description**