



【英語を活かす】人事担当/ HR

国際投資顧問会社にて、人事担当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)

Job ID

1552249

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 11 million yen

Work Hours

お問い合わせください

Refreshed

July 17th, 2025 16:09

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

An international investment management company is looking for an HR professional. The selected candidate will oversee payroll operations, ensure compliance with labour regulations, and support various HR initiatives.

A large international investment management group, this organisation has seen growth across the world. Employing skilled financial professionals, this company continues to be a trusted financial partner to a variety of clients.

Keywords:

人事, 給与管理, 労働法, 福利厚生, 人材管理, 投資運用, 求人, 外資系

Job Ref: HXQG7J

Responsibilities:

- Coordinate with payroll vendors, HR, and finance teams for accurate and timely payroll processing
- Provide leadership and oversight to the payroll and benefits team
- Ensure compliance with local labour and tax regulations
- Support Compensation & Benefits and other Human Capital projects
- Maintain accurate records related to payroll, benefits, and HR processes
- Stay updated on labour laws and provide guidance to the team

Requirements:

- More than 5 years of relevant experience in HR or related fields (e.g., accounting, benefits consulting)
- Strong interest in building and expanding a career in HR
- Proficient in MS Office Suite
- Strong interpersonal and communication skills
- Fluent level Japanese; business level English preferred

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.