



## 【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 31st, 2025 00:00

### 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

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**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.