



## Country HR Manager

### Job Information

**Recruiter**

Propel Consulting K.K.

**Job ID**

1553788

**Industry**

Other (Real Estate, Construction)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

10 million yen ~ 15 million yen

**Refreshed**

June 29th, 2026 01:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

Job description

**About the job**

Our client is a multi-national and heavily financed B2C service organization with a clearly defined growth plan that looks to capitalize on growth potential in the their industry in the Japan marketplace.

**The role**

Taking the lead on all aspects of HR for the group (circa 35 employees) in Japan, you will need to possess excellent decision-making, strategic thinking, leadership, interpersonal, and ethical conduct skills. This role is a generalist HR role, but one that will be tasked with transforming the company over time in Japan both in terms of culture and implementing new contemporary HR products like; talent management, pay for performance, objective settings and appraisals, etc.

## Responsibilities

- Responsible for the end-to-end HR Management as a divisional leader of the Human Resource function in Japan.
- Responsible for the end-to-end HR Management, administration and coordination of the Human Resource functions.
- Including but not limited to Workforce Planning, Recruitment and Selections, Data Management of Employees' personal files, Compensation & Benefits Management, Performance & Talent Management, Payroll Management and Learning & Development.
- Develop and implement HR strategies, initiatives and systems across the organization aligning with the overall business strategies and goals of the business.
- Develop and review policies and procedures aligning these to the company's culture and values.
- Manage ER conflicts, disciplinary actions and grievances procedures.
- Provide strategic HR advice / guidance to line managers and country management
- Develop and review policies and procedures aligning these to the company's culture and values.
- In collaboration with local leadership and regional HR teams, recommend and recalibrate appropriate reward and incentive programs.
- Act as a confidential counsellor or coach to members of the leadership teams.
- Drive personal development best practices, linking standard competencies to appraisal and reward outputs.
- Be a champion for the wellness, engagement and DEI

## Reporting Line

- Director of APAC Human Resources

## What's in for you?

- Get to build a culture and deliver a number of key initiatives into a growing company from the foundation up.
- The opportunity to fast track quickly into Head of HR, building a team and then into a regional role based in Japan.

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## Required Skills

### Key Requirements

- **Fluent in Japanese, including reading and writing (non-negotiable, please do not apply from overseas)**
- A minimum of 7 years of relevant and related experience in a senior HR leadership role.
- Proven senior HR leadership / management experience.
- Strong interpersonal, client-facing, well written and oral communication skills.
- Meticulous and attention to details, with high level of confidentiality & discretion.
- Strong prioritization, problem-solving, organization / planning, research & analysis skills.
- Proven experience in transforming organizations
- Proven independent mind and judgement skills
- Experience in working in a multi-cultural, international generalist HR role.
- Business level English.

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## Company Description