

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
November 16th, 2026 03:00

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.

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.

Company Description