

## 【英語を活かす】 暫定人事マネージャー/ Interim HR Manager

グローバルビジネスサービス企業にて、暫定人事マネージャー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)

**Hiring Company**

グローバルビジネスサービス企業

**Job ID**

1566437

**Industry**

Other (Consulting and Professional Services)

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Work Hours**

お問い合わせください

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

December 23rd, 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

A global business services company is seeking an Interim HR Manager. The selected candidate will oversee end-to-end HR operations, compliance, and employee lifecycle management. This is a contract role.

**About the Company:**

Renowned worldwide for delivering premium concierge and loyalty solutions, this global leader empowers organisations with high-touch services designed to elevate customer experience. Backed by expert teams, innovative technology, and a people-first culture, it offers professionals a dynamic environment to grow, contribute, and make a real impact.

**Keywords:**

人事管理, 採用活動, 給与計算, 労務コンプライアンス, 人材育成, 求人, 外資系

Job Ref: CY2BF6

**Responsibilities:**

- Support recruitment initiatives and collaborate on employer branding to attract qualified candidates
- Assist in developing job descriptions and mapping competencies for open roles
- Manage onboarding and offboarding processes while maintaining accurate employment records and compliance
- Oversee monthly payroll, statutory reporting, and management of employee benefits
- Support employee retention strategies, provide counselling, and facilitate performance improvement plans
- Maintain HR systems, ensure data confidentiality, and prepare staffing metrics and dashboards
- Facilitate performance management cycles and collaborate on identifying training needs
- Ensure managers are properly trained on HR policies and procedures

**Requirements:**

- Bachelor's degree or equivalent relevant experience
- More than 8 years of experience in Human Resources
- Fluent level Japanese; business level English

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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.