



## HR Manager

さまざまな職種の社員を採用する仕事。多様な人材の発掘に携われます！

### Job Information

**Hiring Company**

ISS Japan Co. Ltd.

**Subsidiary**

日本アイ・エス・エス株式会社 ISS Japan Co., Ltd

**Job ID**

1567667

**Division**

本社

**Industry**

Other (Real Estate, Construction)

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Hibiya Line, Toranomon Hills Station

**Salary**

7 million yen ~ 10 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9:00 - 18:00

**Holidays**

完全週休2日制

**Refreshed**

April 1st, 2026 05:00

### General Requirements

**Minimum Experience Level**

Over 10 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Native

**Minimum Education Level**Associate Degree/Diploma

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**Visa Status**Permission to work in Japan required

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**Job Description**

Main purpose of the position/ Key expectations

The HR Manager will run the daily functions of the HR department including staffing, employee relations, payroll, training, employment and labor relations. Person in that role will be an advisor for employees and management personnel on the implementation and interpretation of Company policies, programs, and procedures.

What you'll do

- Create and implement recruitment strategy and coordinate activities related to the process;. Proactively manage the full recruitment lifecycle, including sourcing, screening, interviewing, and selection. Build and maintain a strong, diverse pipeline of qualified candidates through ongoing networking, talent mapping, and relationship-building activities
  - Conduct employee lifecycle from onboarding to offboarding, including training and development
  - Coordinate payroll process activities with third party vendor
  - Implement, promote, and enforce company policies and procedures
  - Support the accounts in all HR activities
  - Build active relationship with employees
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**Required Skills**

Key qualifications

- 4-6 years of HR experience in similar role
- Strong experience in hiring
- Advanced English skills, in writing and speaking
- Solid knowledge of MS Office

Personal skills

- Excellent communication and interpersonal skills
  - Strong problem-solving and can-do attitude
  - High level of work organization and ability to work independent
  - Good at handling multitask in corporate back office
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**Company Description**