

# BURBERRY

## (Assistant) HR Manager

### Job Information

**Hiring Company**

[Burberry Japan K.K.](#)

**Job ID**

1572394

**Industry**

Apparel, Fashion

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Salary**

4.5 million yen ~ 7.5 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9:30~18:00 (フレックス制度あり)

**Refreshed**

March 17th, 2026 01:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

HR Business Partnering (70%)

- Serve as the primary HR point of contact for Retail Operations (all stores in Japan)
- Partner with Retail Head and Store Managers to understand business objectives and provide proactive HR solutions
- Lead workforce planning and attrition analysis; prepare headcount budgets, forecast hiring needs, and propose retention initiatives to manage turnover while optimizing cost efficiency

- Drive employee engagement initiatives, succession planning, and talent development programs for frontline and mid-level talent
- Lead performance management processes (goal setting, year-end reviews & calibration sessions)
- Manage employee relations cases including disciplinary actions, grievances, performance improvement plans, and exit management
- Support organizational design, change management, and restructuring initiatives as required
- Ensure local compliance with Japanese labor laws and Burberry global policies
- Support annual compensation & benefits review cycles and promotion processes

#### Frontline Recruitment (30%)

- Full ownership of recruitment for all store positions
- Partner with Retail Operations to create workforce planning and hiring forecasts
- Direct sourcing from recruitment platform and partnering with the external agencies
- Conduct interviews, manage assessment centers, and coordinate final selection with hiring managers
- Build and maintain a strong talent pipeline for critical frontline roles
- Manage offer process, background checks, and smooth onboarding experience
- Continuously improve candidate experience and employer branding for store roles

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### Required Skills

#### Qualifications & Requirements :

- Bachelor's degree or equivalent
- Minimum 5–7 years of HR generalist or HRBP experience, ideally within luxury, fashion, premium retail, or hospitality
- Proven track record in both strategic HR business partnering and high-volume frontline recruitment
- Strong knowledge of Japanese labor law and local HR practices
- Native-level Japanese and business-level English (both written and spoken)
- Excellent stakeholder management skills with the ability to influence at all levels
- Data-driven mindset with strong analytical and problem-solving skills
- High energy, hands-on attitude, and ability to work in a fast-paced retail environment
- Willingness to travel domestically to stores when required
- Proficiency in MS Office; experience with any Applicant Tracking Systems is a plus

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### Company Description