



HR Advisor/ Generalist (English/Japanese)

Job Information

Hiring Company

[Avtel Limited](#)

Subsidiary

AVTEL Limited

Job ID

1580087

Division

Human Resources

Industry

Other (Real Estate, Construction)

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

0900 - 1800

Refreshed

May 15th, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About The Role

ABOUT THE ROLE

We are seeking a proactive and hands-on People & Culture Advisor to support our growing team in Japan. This role is ideal for someone with a strong foundation in HR operations, a solid understanding of Japanese employment regulations, and a passion for contributing to regional HR initiatives across APAC.

As the People & Culture Advisor, you will be the primary HR contact for our Japan office, supporting a team of up to 25 to 30 employees. You'll manage day-to-day people operations, ensure compliance with local labour laws, and act as a neutral and trusted partner to both employees and local management. Partnering with the General Manager, Japan and the APAC HR Manager, you will support the ongoing development of a healthy and constructive workplace culture by identifying opportunities for improvement, promoting accountability, and helping to reinforce our values and ways of working. You'll also collaborate with regional and global colleagues on group-wide people programs and initiatives.

This is a dynamic role that requires excellent communication skills, cultural sensitivity, and a problem-solving mindset to navigate relationships and workplace dynamics effectively.

Key Responsibilities**People Operations & Compliance**

- Manage day-to-day people operations including employee contracts, records, and payroll coordination.
- Ensure compliance with Japanese labour laws—working hours, overtime, and statutory benefits.
- Maintain accurate HR data and support reporting requirements.
- Track leave, attendance, and employee metrics.
- Support end-to-end recruitment through job postings, screening, and interview coordination.
- Deliver smooth onboarding and offboarding experiences aligned with AVTEL values.
- Advise managers on local employment practices and support internal audits.
- Coordinate employee engagement activities and team events.

Employee Relations & Office Support

- Act as a neutral and trusted HR partner, fostering a positive, respectful, and values-aligned workplace environment.
- Provide first-line support on interpersonal or behavioural concerns, escalating complex or sensitive cases to the APAC HR Manager as appropriate.
- Support conflict resolution, grievances, and disciplinary processes with discretion and fairness.
- Offer guidance to managers on employee conduct, communication challenges, and difficult conversations.
- Contribute to reinforcing AVTEL's values through consistent communication and daily interactions.
- Support leadership in identifying cultural improvement opportunities and help implement small-scale initiatives to strengthen team cohesion and engagement.

Office Administration

- This role includes light office administration responsibilities typical of a small office environment:
- Support office operations including supplies, equipment, and vendor management.
- Coordinate with building management and service providers as required.
- Assist with travel arrangements, meeting logistics, and general administrative tasks.
- Track budgets and expenses related to the office and team engagement activities.

HR Team Collaboration

- Participate in global and APAC-wide people programs, contributing local insights and feedback.
- Support implementation of regional policies, performance management processes, and employee development initiatives.

Why Join Us?

- Be part of a forward-thinking HR team that values continuous learning, innovation, and cross-cultural collaboration.

- Work closely with the local management team and make a meaningful impact on our Japan office culture, supporting the team's growth and development.
 - Gain exposure to regional and global HR projects, with opportunities for professional and career development.
 - Join a company backed by SECOM, one of Japan's most respected organisations in the security industry, while being part of AVTEL's unique global footprint—supporting international customers, contributing to a growing multinational organisation, and playing a key role in an exciting phase of expansion and transformation.
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Required Skills

Ideal Competencies, Skills & Experience

- Experience: 5 years in people operations or HR advisory roles, in a bilingual (English/Japanese) environment.
- Knowledge: Solid understanding of Japanese employment regulations, including working hours, overtime, dismissal procedures, and statutory benefits. Experience managing payroll and social insurance processes is essential.

Skills:

- Clear communicator in both English and Japanese, with strong interpersonal skills.
- Calm, balanced, and objective approach to resolving people challenges, with the confidence to influence behaviour positively.
- Strong interpersonal awareness with the ability to navigate challenging personalities and differing viewpoints.
- Strong organisational and problem-solving abilities.
- Ability to manage sensitive situations with neutrality and professionalism.

Mindset:

- Thrives in a dynamic, fast-evolving environment and enjoys building structure and solutions.
 - Comfortable navigating ambiguity and driving continuous improvement.
 - Collaborative, culturally aware, and eager to contribute to regional and global HR growth.
 - Open-minded and adaptable to forward-thinking, globally aligned HR practices.
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Company Description