



HR and Payroll Specialist

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

Leading Global Designer Jewelry House

Job ID

1580557

Industry

Retail

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

Salary

8 million yen ~ 12 million yen

Refreshed

April 14th, 2026 00:00

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

High-School

Visa Status

Permission to work in Japan required

Job Description

Drive recruitment processes: sourcing, screening, first-round interviews, and full hiring coordination

- Own onboarding coordination to ensure every new hire has a smooth and consistent start
- Coordinate monthly payroll input (with vendor) and ensure accurate employee data, working hours, leave and vacation registrations.
- Manage HR administration and maintain employee records in the HR system (contracts, updates, documentation)
- Act as the local HR support for employees and managers in Japan (HR helpdesk)

approach)

- Coordinate with local HR partner to ensure Japan processes are compliant and completed correctly
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Required Skills

- 3+ years of experience within HR, operations and payroll (retail experience is not required but it's a plus)
 - Confident conducting structured interviews
 - Has experience from being admin in HR. Payroll systems experience is not required, but is a plus
 - Communicates clearly and enjoys working closely with store teams and managers
 - Fluent in Japanese and professional working level in English
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Company Description