



HR Generalist

Job Information

Recruiter

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

Job ID

1593473

Industry

Other (Distribution, Retail, Logistics)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 10 million yen

Refreshed

May 27th, 2026 11:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

HR Generalist Task list

- Collaborate with global HR teams and support multinational HR initiatives
- Act as a strategic HR partner to business units, supporting workforce planning and talent retention
- Manage the recruitment and selection process
- Oversee onboarding and offboarding processes
- Prepare and manage employment contracts, supported by external legal counsel as necessary
- Provide counseling and support to employees and managers, addressing workplace concerns, demands, and grievances, and promoting a positive work environment
- Oversee and manage a performance appraisal system that drives high performance
- Ensure performance-oriented salary levels and standardized salary review processes
- Administer and periodically review compensation structures and benefits offerings to ensure competitiveness and compliance
- Manage payroll process with external payroll provider
- Identify training needs, coordinate learning & development programs, and track their effectiveness
- Prepare HR-related reports and analysis for management and global HQ

- Ensure legal compliance throughout human resource management
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Required Skills

- Qualification in Human Resources, Business Administration, or a related field
 - Proven experience in HR functions (5+ years preferred)
 - Experience managing payroll, onboarding/offboarding, and employment contracts with external vendors and legal support
 - Experience in HR reporting and salary review processes preferred
 - In-depth knowledge of labor law and HR best practices in Japan
 - Excellent communication and interpersonal skills
 - Strong problem-solving and decision-making skills
 - Ability to work effectively in a multinational and cross-cultural environment
 - Native level Japanese language ability
 - Business-level English proficiency
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Company Description