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
November 11th, 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 25%)

Minimum Japanese Level
Native Level

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

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

Company Description