



## 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**

June 10th, 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 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