



Understanding People

Head of HR / 人事部長

International financial firm

Job Information

Recruiter

Specialized Group

Job ID

1594631

Industry

Other (Banking and Financial Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 29th, 2026 18:03

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Executive

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Head Of HR

An established international financial services organization is seeking an HR Director to oversee human resources operations in Japan. This position will support local business objectives while collaborating with regional stakeholders on HR initiatives, employee engagement, and organizational support. The role offers the opportunity to work within a stable and internationally connected business environment.

Key Responsibilities

- Oversee HR operations and employee-related activities for the Japan office
- Collaborate with regional stakeholders on HR reporting and operational matters
- Support implementation of HR initiatives and people-related programs
- Manage recruitment, talent management, and employee retention activities

- Ensure compliance with local labor regulations and internal policies
- Provide guidance to managers and employees on HR-related matters
- Support performance management and employee development processes
- Contribute to continuous improvement of HR operations and procedures

Qualifications

- Minimum 10 years of HR experience, including leadership responsibilities
- Experience within financial services or other regulated industries
- Fluent Japanese and English communication skills
- Experience working with regional or international stakeholders
- Good understanding of HR operations, employment regulations, and people management practices
- Strong interpersonal and stakeholder management skills
- Ability to operate effectively in an international business environment

国際的な金融サービス企業にて、Japan HRを統括いただくHR Directorを募集しています。日本オフィスにおける人事業務全般を担当しながら、海外関係者とも連携し、人事施策や組織運営をサポートいただくポジションです。安定した事業基盤と国際的な環境の中でご活躍いただけます。

主な業務内容

- 日本オフィスにおける人事業務全般の管理・運営
- 海外関係者との連携および各種レポーティング対応
- 人事施策および従業員関連プログラムの運用支援
- 採用、タレントマネジメント、定着施策の推進
- 労務関連法規および社内規程への対応・管理
- マネージャー・従業員への人事関連サポート
- 評価・育成プロセスの運用支援
- 人事業務プロセス改善および運営効率化推進

応募資格

- 人事領域での実務経験10年以上（マネジメント経験含む）
- 金融業界または規制業界での経験
- 日本語・英語でのビジネスコミュニケーション能力
- 海外拠点・リージョナルチームとの業務経験
- 人事制度、労務対応、人材マネジメントに関する知識
- 高いコミュニケーション能力および調整力
- 国際的なビジネス環境で柔軟に対応できる方

Company Description