



HRBP / HR Generalist | Talent Acquisition & ER | Tokyo

Job Information

Hiring Company

[Weave Living Japan K.K.](#)

Job ID

1595215

Industry

Other (Hospitality)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

6 million yen ~ 8 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【Highlights】

- Take ownership of the full HR function for the Japan business
- Act as a strategic HR Business Partner to local leadership
- Lead recruitment, onboarding, employee relations, and learning & development initiatives
- Work closely with regional headquarters in a highly international environment
- Opportunity to contribute to the growth of one of Asia's leading co-living brands

【About Weave Living】

Weave Living is one of Asia's leading co-living and serviced living operators, offering stylish, fully furnished living spaces designed for modern urban lifestyles.

In Japan, Weave Living currently operates more than 30 furnished residential properties across Tokyo and continues to expand its footprint in the market.

We are seeking an experienced and proactive HRBP / HR Generalist to support our growing Japan business and help build a high-performing and engaged workforce.

【 Position Overview 】

This is a standalone HR role responsible for managing the full employee lifecycle while also supporting office operations.

You will partner closely with local management and regional stakeholders to ensure HR initiatives align with business objectives while maintaining compliance with Japanese labor regulations.

【 Key Responsibilities 】

Talent Acquisition

- Manage end-to-end recruitment activities for local hiring
- Build strong relationships with recruitment agencies and external partners
- Coordinate interviews and manage candidate experience
- Support workforce planning and hiring initiatives

HR Business Partnering

- Serve as a trusted advisor to business leaders
- Provide guidance on employee relations and performance management
- Support organizational development and team effectiveness
- Promote company culture and employee engagement

Onboarding & Employee Lifecycle Management

- Manage onboarding processes for new employees
- Maintain employee records and HR documentation
- Coordinate offboarding procedures and exit interviews

Learning & Development

- Support regional learning and development initiatives
- Identify local training needs
- Coordinate training programs and workshops

HR Policies & Compliance

- Ensure compliance with Japanese labor laws and regulations
- Support implementation and maintenance of HR policies
- Respond to employee inquiries regarding HR procedures and benefits

Office Management

- Oversee daily office operations
- Manage office supplies and vendor relationships
- Coordinate with building management and IT support
- Support company events and employee activities

Required Skills**【 Requirements 】**

- Bachelor's degree or equivalent experience
- 5+ years of experience as an HRBP, HR Generalist, or related HR role
- Strong knowledge of Japanese labor laws and employment regulations
- Experience working with recruitment agencies
- Excellent organizational and stakeholder management skills
- Strong communication and interpersonal abilities
- Native-level Japanese
- Business-level English or Chinese

【 Preferred Qualifications 】

- Experience in real estate, hospitality, or serviced living industries
- Experience in a fast-growing startup environment
- Office management experience
- Experience supporting regional or international teams

【 Who We Are Looking For 】

- A self-driven professional who enjoys taking ownership
 - Someone who thrives in a fast-paced and changing environment
 - A strong communicator who can build trust across all levels of the organization
 - A people-oriented HR professional who enjoys balancing business needs with employee experience
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