



Understanding People

## HR Generalist / 人事ジェネラリスト

Leading European banking group

### Job Information

**Recruiter**

Specialized Group

**Job ID**

1595324

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

June 19th, 2026 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**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

#### HR Generalist 人事ジェネラリスト

Our client, a leading European banking group, is seeking an HR Generalist to join their team in Japan. This role offers the opportunity to support a wide range of HR operational services and process administration, providing a comprehensive HR experience in a financial services environment. The position includes benefits such as life insurance, social insurance, and allowances.

**Key Responsibilities:**

- Manage payroll administration with external provider for Japan
- Coordinate onboarding and exit processes for employees
- Update HR information system for staff movements and changes

- Prepare documents for employment term changes and awards
- Coordinate income tax reporting with payroll vendor

**Qualifications:**

- Fluent in Japanese and English
- 3-5 years HR generalist experience in financial services
- Advanced knowledge of databases and Excel
- Strong understanding of Japanese labor and tax laws
- Experience with HR information systems (e.g., Workday, SAP) is preferred but not mandatory
- Experience with payroll software (e.g., ADP, SAP) is preferred but not mandatory

---

Company Description