



HR Manager

Well known European Luxury company

Job Information

Recruiter

PEAK Recruitment Japan K.K.

Job ID

1597003

Industry

Retail

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 12 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

We are seeking an experienced HR Manager to oversee Compensation & Benefits, Employee Relations and HR Operations functions. This role will play a key part in supporting business leaders and employees, ensuring operational excellence, compliance, and data-driven decision-making across the organization.

Key Responsibilities

Compensation & Benefits

- Manage annual compensation processes including performance reviews, salary increases, and market benchmarking.
- Lead headcount and personnel cost reporting, forecasting, and budgeting activities in partnership with Finance and business stakeholders.
- Analyze workforce metrics, personnel costs, vacancies, productivity, and turnover trends to support strategic decision-

making.

- Ensure the accuracy, consistency, and integrity of HR and payroll data across systems.
- Prepare regular management reports and provide insights on workforce and compensation trends.
- Conduct ad hoc analyses and develop recommendations to support business objectives.

Employee Relations & HR Business Support

- Partner closely with managers and employees, providing guidance on people-related matters and fostering a positive employee experience.
- Advise on employee relations topics including disciplinary matters, grievances, absence management, organizational changes, and employment policies.
- Ensure HR policies and practices remain compliant with applicable labor laws and regulatory requirements.
- Support employee separation processes while maintaining compliance and minimizing organizational risk.
- Review and update HR policies and guidelines to reflect legal and business changes.

HR Operations & Process Improvement

- Evaluate and optimize HR processes to improve efficiency, accuracy, and employee experience.
- Leverage digital tools, systems, and automation to streamline HR operations.
- Design and implement scalable HR workflows and best practices across the organization.

General Affairs & Office Support

- Oversee office administration and workplace operations to ensure a productive working environment.
- Coordinate office facilities, vendors, and workplace services.
- Support business continuity, health and safety initiatives, and emergency response processes.
- Provide operational support for field and frontline employee programs where required.

Required Skills

- Bachelor's degree or above
- Min. 5 years or above experience in HR
- Experience in the retail / luxury industry preferable
- Self-driven, passionate individual and team player with the ability to closely interact with business
- Solid experience in employee relation and local labor laws
- Excellent communication style and a confident speaker
- Strong ability to recommend HR opportunities and innovation staying ahead of the trends, while keeping the operation impeccable, with a solid service mentality
- Strong organization and planning skills
- Proficient in MS Office functionalities & e-learning platform

Company Description