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Since 1955 PAE Design and Facility Management has evolved into one of the most progressive providers of both Architectural Design and Facility Services in Japan.

HR and General Affairs Manager Exclusive job

A U.S.- headquartered company

Job Information

Hiring Company

Amentum Design and Facility Management

Subsidiary

Amentum Design and Facility Management (旧名PAE Design & Facility)

Job ID

1597651

Division

総務部

Industry

Other (Real Estate, Construction)

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Toei Mita Line Station

Salary

7 million yen ~ 9 million yen

Work Hours

9:00–18:00 (8 hours) Office-based work in principle

Holidays

Saturdays, Sundays, national holidays, and year-end holiday etc

Refreshed

August 11th, 2026 04:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

◀本ポジションの概要・魅力▶

- 米国に本社を構える外資企業の人事総務担当採用
- 当社でキャリア形成が可能！日本支社におけるバックオフィス部門の管理職を前提とした採用。
- 米国本社とのコミュニケーションはもちろん業務上で英語必須！

Position HR and General Affairs Manager

You will be responsible for HR and general affairs duties at the Japan branch of a U.S.-headquartered company.

Job Description

Overall HR and general affairs duties

- Labor management (checking attendance records, leave management, etc.)
- Procedures for salary, commuting allowance, and other payments
- Procedures for joining, transfers, and resignation
- Recruitment-related duties
- Issuing various certificates and preparing documents for internal and external use
- Handling reports to headquarters and government agencies (U.S. headquarters, Ministry of Health, Labour and Welfare, Tokyo Metropolitan Government, etc.)
- Management of licenses (business and employee), contracts, and documents
- Occupational health and safety duties (health checkups, vaccinations, health committee, industrial physician-related matters)
- Employee support and internal coordination
- Coordination with external labor and social security attorneys, lawyers, and industrial physicians
- Employee benefits administration
- Communication in English and Japanese (including interpretation and translation)

※Scope of changes: Duties designated by the company

■Organizational Structure

Current HR & General Affairs Team : 4 members

■Key Responsibilities & Expectations for the Managerial Role

- Align and execute local operations with the strategic management policies of both Global HQ and the Japan branch.
- Lead and implement business process improvements (BPI) across back-office functions.

Employment Type

Full-time employee

Probationary period: Yes (6 months)

Working conditions during probationary period: Same as regular employment

Expected Annual Salary

JPY 7,000,000 to 9,000,000

Monthly salary: JPY 583,000 to 750,000

Bonus: depending on individual performance and business results

Salary increase: Yes; increase rate 2.00% to 4.00% (previous year's results)

Transportation expenses: Actual expenses paid (no upper limit)

Work Location

Head Office

6F Halifax Shiba Building, 1-3-10 Shibakoen, Minato-ku, Tokyo

3-minute walk from Onarimon Station on the Toei Mita Line

Working Hours

9:00–18:00 (8 hours) Office-based work in principle

Holidays

Saturdays, Sundays, national holidays, and year-end/New Year holidays (12/29–1/3)

Other

Social insurance: Health insurance, employees' pension insurance, employment insurance, workers' compensation insurance

Other: Retirement age 65; re-employment system available

Required Skills**Required Experience, Skills, and Qualifications**

- Education: Bachelor's degree or
- Ten or more years of work experience (Inc HR)
- English proficiency (speaking, reading, and writing: business level)

- Knowledge of the Labor Standards Act
- PC skills: Microsoft Office (Word / Excel / Outlook)

Preferred: Health Supervisor qualification

Selection Process

Document Screening → Interviews (3 rounds anticipated) → Job Offer
*Reference checks will be conducted during the selection process.

Company Description