



## HRBP

**International organization/ 40% WFH**

### Job Information

#### Recruiter

[PEAK Recruitment Japan K.K.](#)

#### Job ID

1600599

#### Industry

Daily Necessities, Cosmetics

#### Company Type

Large Company (more than 300 employees) - International Company

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

9 million yen ~ 11 million yen

#### Salary Bonuses

Bonuses included in indicated salary.

#### Refreshed

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### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Daily Conversation

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

- Act as a strategic HR partner to business leaders, supporting the development and implementation of HR strategies and initiatives
- Provide daily HR support and guidance to employees and managers in compliance with local labor laws
- Deliver and execute HR processes, policies, and solutions accurately and efficiently
- Lead and coordinate the annual salary review process for relevant management levels
- Manage employee relations, including handling workplace concerns, conflicts, and disciplinary matters

- Build and maintain relationships with unions, works councils, and manage industrial relations where applicable
  - Support recruitment activities and ensure a strong talent pipeline within the country or sub-region
  - Drive and coordinate performance management and talent review processes, acting as a facilitator locally
  - Manage promotion processes and act as a sparring partner to business leaders on talent decisions
  - Identify and develop key talents and high-potential employees through structured development plans
  - Lead or support local change management initiatives and ensure effective HR communication
  - Implement initiatives to enhance employee engagement and overall employee experience
  - Promote and role-model desired leadership behaviors and proactively address misalignment when necessary
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## Required Skills

- Solid experience in HR Business Partnering or HR Generalist roles
  - Strong knowledge of employee relations, labor relations, and local employment law
  - Hands-on experience in: Talent management & succession planning; Performance management & career development; Compensation & benefits; Recruitment and talent acquisition
  - Proven ability to drive employee engagement initiatives
  - Strong stakeholder management and communication skills
  - Ability to work in a fast-paced, multinational environment
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## Company Description