C&B Manager

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1602524

Industry
Retail

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Shibuya-ku

Salary
8 million yen ~ 10 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Refreshed
November 3rd, 2026 17:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level (Amount Used: English usage about 10%)

Minimum Japanese Level
Native Level

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

- Manage compensation and benefits programs, including annual performance reviews, salary increases, and market benchmarking.
- Oversee headcount (FTE) and personnel cost reporting, budgeting, forecasting, and variance analysis in partnership with HR and Finance.
- Analyze workforce and personnel cost data, monitor HR KPIs (e.g., turnover and productivity), and provide insights and reports to support management decision-making.
- Maintain the accuracy and integrity of HR and financial data across systems.
- Partner with managers on employee relations matters, providing guidance on disciplinary issues, grievances, absence management, redundancies, and employment policy compliance.
- Support policy development and updates to ensure alignment with employment legislation and business needs.
- Coordinate employee separation processes in compliance with legal requirements and HR best practices.
- Review and improve HR processes by implementing digital tools and streamlining workflows to enhance operational efficiency.
- Oversee general office administration, including facilities, office services, health and safety coordination, and administrative support.

- Provide operational support to retail teams, including uniform management and other business support activities.

Required Skills

- 5+ years of HR experience, ideally in a broad HR Generalist or HR Business Partner role.
- Strong knowledge of employee relations and Japanese labor law.
- Business-level Japanese and English.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office (Excel, PowerPoint, Word).

Company Description