



Supervisor - HR & Admin General Affairs

Job Information

Hiring Company

National Bank of Pakistan

Job ID

1602718

Division

HR / HR & Admin

Industry

Bank, Trust Bank

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Work Hours

08:45 – 17:00 (60-min break)

Holidays

Saturdays, Sundays & public holidays off.

Refreshed

September 3rd, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Responsible for a wide range of administrative tasks, including payroll processing, tax compliance, recruitment support, and general administrative duties
- As a core role supporting the operations of a financial institution, you'll have the opportunity to apply your expertise in human resources and general administration

- Leverage your knowledge of Japanese labor and tax laws to gain diverse work experience in a global environment
- With weekends and holidays off and a stable work environment, this is a workplace where you can build a long-term career

【Job Responsibilities】

- Payment of Salary to Staff / Calculation & Deduction of H/W Insurance /Inhabitant tax / Income Tax.
- Management of documents and information of bank employees.
- Hiring support / On boarding and exit process for employees.
- Responsible for entire General & Administrative Affairs.
- Furnishing and Maintenance of Fixture and Stationery.
- Secretary to the Country Manager's Secretary.

【Employment Type】

Permanent employee

【Salary】

JPY 5 million ~ 6 million per annum (total package)

【Working Hours】

08:45 – 17:00 (60-min break)

【Work Location】

Tokyo

【Holidays & Leave】

Saturdays, Sundays & public holidays off.

【Benefits & Welfare】

In accordance with company regulations

Required Skills**【Qualification & Experience】**

- At least 5 years of experience in HR/GA
- Good understanding of Japanese labor / tax and related laws.
- Payroll Experience
- Hiring and Employee Onboarding Experience
- Minimum Bachelors degree.
- Japanese language proficiency is required. English proficiency is preferred.
- Experience in banking sector will be preferred

Company Description