



HR Manager

Work closely with CEO & Directors

Job Information

Recruiter

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

Job ID

1604680

Industry

Electric Power, Gas, Water

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

Salary

7 million yen ~ 10 million yen

Refreshed

September 7th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

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 all aspects of Human Resources for our growing organization of approximately 30 employees. This is a role responsible for supporting the full employee lifecycle, partnering with leadership, and ensuring HR operations are efficient, compliant, and aligned with business objectives. The ideal candidate is hands-on, proactive, and comfortable working in a fast-paced, international environment.

Key Responsibilities

- Manage the full employee lifecycle, including recruitment, onboarding, performance management, employee development, and offboarding.

- Partner with business leaders on organizational planning, talent management, and employee relations.
 - Develop and maintain HR policies, procedures, and employee handbooks.
 - Administer compensation, benefits, payroll coordination, and annual salary reviews.
 - Ensure compliance with Japanese labor laws and company policies.
 - Manage employee contracts, HR documentation, and personnel records.
 - Support employee engagement initiatives and foster a positive workplace culture.
 - Work closely with external vendors, including payroll providers, labor and social security consultants, and recruitment agencies.
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Required Skills

- 5+ years of HR Generalist or HR Manager experience.
- Experience managing multiple HR functions independently.
- Strong knowledge of Japanese labor law and HR best practices.
- Experience supporting small to mid-sized organizations.
- Excellent communication and stakeholder management skills.
- Business-level English and native or fluent Japanese.
- Strong organizational and problem-solving skills.
- Proficiency with Microsoft Office and HR systems.

What We Offer

- Opportunity to play a key role in a growing organization.
 - Collaborative and international working environment.
 - Broad exposure across all areas of Human Resources.
 - Competitive salary and benefits.
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Company Description