

【MNC | Gaming Industry】 HR Manager

Work with our global teams!

Job Information

Hiring Company
Xsolla Japan

Job ID
1607591

Industry
Gaming

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
7.5 million yen ~ 8.5 million yen

Refreshed
November 9th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

ABOUT US

Xsolla is a global commerce company with robust tools and services to help developers solve the inherent challenges of the video game industry. From indie to AAA, companies partner with Xsolla to help them fund, distribute, market, and monetize their games. Grounded in the belief in the future of video games, Xsolla is resolute in the mission to bring opportunities together, and continually make new resources available to creators. Headquartered and incorporated in Los Angeles, California, Xsolla operates as the merchant of record and has helped over 1,500+ game developers to reach more players and grow their businesses around the world. With more paths to profits and ways to win, developers have all the things needed to enjoy the game.

We are seeking an experienced and proactive HR manager to manage the full spectrum of human resources functions for our Japan office. This is a hands-on and independent role, ideal for a professional who can operate autonomously and serve as the primary HR point of contact for all employees and management in Japan. The successful candidate will be responsible for implementing HR strategies, ensuring local compliance, and driving initiatives that enhance employee engagement and organizational effectiveness.

RESPONSIBILITIES

Compliance & Policy Development:

- Ensure all HR practices are fully compliant with Japanese labor laws and regulations.
- Develop, update, and communicate HR policies and procedures.

HR Operations & Administration:

- Manage the end-to-end employee lifecycle, including onboarding, transfers, promotions, and offboarding.
- Administer payroll in liaison with external vendors or finance, ensuring timely and accurate processing.

Employee Relations & Engagement:

- Act as a trusted advisor to employees and managers, providing guidance on HR policies, Japanese labor law, and conflict resolution.
- Proactively manage and resolve complex employee relations issues.
- Develop and execute employee engagement initiatives to foster a positive and inclusive company culture.

Required Skills

REQUIREMENTS

- Bachelor’s degree in Human Resources, Business Administration, or a related field.
- Minimum of 5 years of experience as a HR, with a proven track record of handling the full HR lifecycle independently.
- In-depth, practical knowledge of Japanese labor law, social insurance, and statutory requirements.
- Experience in managing employee relations, performance management.
- High level of professionalism, integrity, and ability to handle sensitive and confidential information.
- Strong interpersonal and communication skills, with the ability to build trust and rapport with employees at all levels.
- Proactive, self-motivated, and capable of working autonomously in a fast-paced environment.
- Business fluency in both Japanese and English is required.
- Prior experience handling HR matters or familiarity with labor practices in the Korean region is highly preferred.

The duties and responsibilities of this position may evolve over time to support the organization’s goals and individual growth. This job description is intended to outline the general nature and level of work being performed and is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required. By submitting your application, you consent to Xsolla conducting background checks, where permitted by law, after the final interview stage. All checks will comply with local regulations, and your information will be handled confidentially. Xsolla takes your privacy seriously and will not sell or externally distribute any personal data received during the hiring process. In accordance with applicable data protection laws, Xsolla is committed to protecting your personal information and respecting your privacy.

Company Description