



HR Manager

Job Information

Recruiter

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

Job ID

1609112

Industry

Daily Necessities, Cosmetics

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 14 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

August 21st, 2026 15:42

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

- **Talent & Capability Development:** Lead initiatives that strengthen employee and manager capabilities, with a focus on learning, leadership development, and organizational change.
- **Talent Acquisition & Employer Branding:** Develop effective approaches to attract and retain high-quality talent and strengthen the organization's position as an employer of choice.
- **HR Operations & Employee Experience:** Oversee core HR processes and systems while identifying opportunities to improve efficiency, employee support, and the overall workplace experience.
- **Employee Relations & Manager Support:** Advise managers and employees on workplace matters, including performance, conflict resolution, employee engagement, and sensitive employee relations issues. Support fair, timely resolution of workplace concerns and ensure appropriate compliance.
- **Wellbeing, Inclusion & Culture:** Drive initiatives that promote employee wellbeing, inclusion, engagement, and a

positive workplace culture, while supporting broader community and organizational initiatives.

Required Skills

- Bachelor's degree in HR, business, or a comparable discipline is preferred.
 - At least 4 years of professional HR experience, ideally with exposure to talent and organizational development.
 - A minimum of 2 years' experience leading, managing, or developing teams.
 - Solid understanding of applicable employment legislation, workplace policies, and HR compliance requirements.
 - Demonstrated ability to advise and support managers, including experience addressing employee relations and workplace matters.
 - Strong communication, relationship-building, judgment, and problem-solving capabilities.
 - Comfortable working with HR systems, digital tools, and technology-enabled people processes.
-

Company Description