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
October 30th, 2026 07:00

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
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