



Understanding People

Head of HR Japan & APAC / 人事責任者

Lead people strategy across Japan & APAC

Job Information

Recruiter

Specialized Group

Job ID

1614381

Industry

Software

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

September 25th, 2026 13:53

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Executive

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Head of HR Japan & APAC

Overview

Our client is seeking an Head of HR for Japan and the Asia Pacific region at a global software company expanding its presence in APAC. This role offers the opportunity to lead strategic HR initiatives, partner with business leaders, and influence people strategy across a dynamic, matrixed organization. Benefits include working in a global environment with a focus on compliance, leadership development, and employee engagement in Tokyo, Japan.

Key Responsibilities:

- Partner with leaders to align HR strategies with business goals
- Advise on organizational design, workforce planning, and change management
- Lead talent review, succession planning, and leadership development programs
- Coach managers on performance management and career development
- Ensure compliance with Japanese labor laws and employment regulations
- Manage employee relations, investigations, and disciplinary actions
- Implement regional HR programs aligned with global initiatives
- Drive employee engagement and promote inclusive workplace culture
- Utilize HR analytics to inform workforce decisions and improve effectiveness
- Serve as trusted advisor to senior leaders on talent and people strategies
- Lead organizational change and transformation initiatives across APAC
- Collaborate with legal and HR teams to mitigate workplace risks
- Maintain high standards of HR data integrity and governance

Requirements:

- 10+ years senior HR leadership experience
- Strong knowledge of Japanese labor laws and compliance
- Professional fluency in Japanese and business-level English
- Experience advising business leaders in global matrix organizations
- Bachelor's degree in Human Resources, Business Administration, or related field
- Experience with talent management and succession planning
- Ability to lead organizational change and transformation initiatives
- Strong business acumen with strategic and operational balance
- Experience using HR analytics and workforce data for decision-making
- Familiarity with employee engagement and culture-building programs
- Skilled in coaching and influencing leaders at multiple organizational levels

Company Description