Senior Human Resources Generalist

Job Information

Hiring Company
EcoVadis

Job ID
1614729

Industry
Software

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
(Almost) All Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8 million yen ~ 9 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Refreshed
November 18th, 2026 01:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Native Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

Our Human Resources and Communication department strategically recruits, develops and supports our people to ensure EcoVadis has essential skills and talent, communicating key messaging to maintain alignment, which together enable improvement in companies' sustainable business practices at a global scale.

Your role and responsibilities will oversee local HR and Office Administration in the Japan office (around 55 employees):

HR Strategy, Operations & Employee Experience

- Work closely with the Regional HR Lead, based in Hong Kong, to localize and execute global HR strategies; and initiatives aligned with the company strategy, goals & priorities in order to attract and retain employees in Japan
- Manage end-to-end employee lifecycle processes, including onboarding, orientation, mobility, development, offboarding & etc., in cooperation with various teams and external service providers where appropriate
- Serve as a trusted advisor to local employees and managers, offering empathetic guidance, conflict resolution, and employee relations support.
- Manage employees' disciplinary procedures and conduct employee relations counseling
- Partner with service providers to manage & handle HR administrative tasks & documents, including payroll & benefits administration
- Maintain and update local Rules of Employment, Article 36 Agreements (Saburoku Kyōtei), and other mandatory regulatory filings.

AI Adoption & Continuous Improvement

- Actively evaluate and adopt Generative AI (Gen-AI) tools and automated HR workflows to streamline routine administrative tasks and increase process efficiency
- Develop & update local HR policies & plans to enhance employee relations
- Analyze employee engagement survey results and feedback metrics to design local initiatives that nurture a positive, psychologically safe, and inclusive culture

Workplace Experience & Office Administration

- Manage statutory Health and Safety requirements, including Health Committee meetings (Eisei Iinkai), annual employee health checks (Kenkō Shindan), stress checks, etc.
- Close cooperation with other teams or departments to provide HR Admin and Office administrative support to the office & the team
- Deploy global General Administration and Sustainability guidelines to maintain eco-friendly workplace practices in the local office
- Act as one of the key point of contact with the co-working space operations team to ensure the Office and the Japan team have sufficient support
- Coordinate office supply management, emergency response planning, visitor hosting to maintain an agile, safe, and collaborative work environment.

Required Skills

- 8+ years of progressive HR generalist operations experience in a multinational corporation in Japan
- **Full-professional level in Japanese, and excellent command of both spoken and written English**
- Holding a Sharoushi certification is highly advantageous
- Working knowledge in office management, health & safety management would be a plus
- Demonstrated enthusiasm for leveraging Gen-AI tools and modern HR Tech to automate workplace processes
- Familiar with employment related Japanese labor regulations
- Knowledge in employee compensation and benefits administration
- Hands-on experience partnering with external payroll providers and Sharoushi (Labor & Social Security Attorney) firms.
- Proven track record in handling complex employee relations, performance management, and disciplinary procedures with tact, confidentiality, and integrity
- Flexible to meet the demands of internal clients, global HR projects and willing to go the extra mile
- Team Player / ability to collaborate with others & work in a team-oriented environment including cross-department cooperation
- Ability to work well in an international and multicultural environment - to create a culture of diversity, inclusivity, collaboration and teamwork

Company Description