



Morgan
McKinley

【外資系金融】HRアドバイザー | 年収1100万円～応相談

リージョナルHRチームとも連携して各種施策に携わる、国際的な環境

Job Information

Recruiter

Morgan McKinley

Job ID

1616419

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

外資系金融機関にて、HRアドバイザー / HRジェネラリストを募集しています。

従業員・マネージャーのHR全般に関する相談窓口として、日々の人事業務を支えます。

給与計算、福利厚生、従業員データ管理、各種HRプロセスなど、HRオペレーションを幅広く実務で経験できるポジションです。

また、リージョナルHRチームとも連携して各種施策に携わる、国際的な環境です。

ハイブリッド勤務可。

主な職務内容

- ・入社から退職までの従業員ライフサイクル全般をサポート
- ・従業員・マネージャーからのHRに関する相談・問い合わせに対応
- ・月次給与計算を管理し、外部Payrollベンダーと連携
- ・従業員データ管理、福利厚生、その他HR業務を担当
- ・リージョナルHRチームと連携し、HR施策・プロセスを推進
- ・パフォーマンスマネジメントなど、年間HRサイクルをサポート
- ・HRポリシー、雇用関連法令、社内基準に沿ったHR業務を推進
- ・HRプロセスの継続的な改善と従業員体験の向上に取り組む

Join a leading global financial services company in Tokyo as an **HR Advisor**, taking ownership of a broad range of HR Generalist and HR Operations responsibilities across the full employee lifecycle.

This is a hands-on HR position covering **employee support, HR operations, payroll, benefits administration, employee data management, performance management, and HR policies**. You will act as a key point of contact for employees and managers in Japan while working closely with the regional HR team on operational processes and wider HR initiatives.

A key part of the position is managing monthly payroll operations in partnership with an external payroll vendor, ensuring accurate and timely delivery. You will also support annual HR cycles, maintain effective HR processes, and help ensure local practices remain aligned with employment regulations and internal standards.

For an experienced **HR Generalist, HR Advisor, or HR Operations professional**, this is an opportunity to build broad HR expertise within an international financial services environment while gaining exposure to both Japan and regional HR operations.

Key Responsibilities

- ・ Provide day-to-day **HR Generalist support across the full employee lifecycle**, from onboarding and ongoing employee support through to offboarding.
- ・ Serve as a key HR point of contact for employees and managers, providing guidance on HR policies, procedures, and general people-related matters.
- ・ Manage monthly payroll operations, working closely with an external payroll vendor to ensure accurate and timely payroll processing.
- ・ Coordinate payroll information, review relevant data, and support the resolution of payroll-related queries and issues.
- ・ Support employee data management and ensure HR information is maintained accurately and appropriately.
- ・ Manage and support benefits administration and other day-to-day HR operational processes.
- ・ Partner closely with the regional HR team on **HR Operations, processes, and regional HR initiatives**.
- ・ Support performance management processes and other annual HR cycles.
- ・ Help ensure HR practices and operational processes are aligned with local policies, employment regulations, and internal company standards.
- ・ Work with local and regional stakeholders to provide effective HR support within an international business environment.
- ・ Identify opportunities to improve HR processes, operational efficiency, and the overall employee experience.
- ・ Contribute to continuous improvement initiatives across HR Operations and employee services.

Required Skills

必須条件 経験・資格：

- ・ HRジェネラリスト、HRアドバイザー、HRオペレーションなどの経験
- ・ 幅広い人事領域に関する実務経験・知識
- ・ 外部Payrollベンダーと連携した給与計算の実務経験
- ・ 従業員ライフサイクルおよびHRオペレーションに関する基本的な知識
- ・ HRプロセスの改善や業務効率化に取り組んだ経験
- ・ 大卒以上

ソフトスキル：

- ・ 細部まで注意を払い、正確に業務を進められる力
- ・ 主体的に課題を見つけ、行動に移せるプロアクティブな姿勢
- ・ 従業員・マネージャーを支援するサービス志向
- ・ リージョナル・グローバルなステークホルダーと円滑に協働できるコミュニケーション能力

語学力：

- ・ 日本語：ネイティブレベル
- ・ 英語：ビジネスレベル

歓迎条件

- ・ 外資系企業やグローバル企業でのHR経験
- ・ リージョナルHRチームと連携した業務経験

この求人がおすすめの理由

- ・ 金融業界経験がなくても応募可
- ・ 幅広いHR領域に携わり、HRジェネラリストとしてさらにステップアップできる
- ・ HRプロセスの改善や従業員体験の向上にも携われる
- ・ ハイブリッド勤務OK
- ・ 基本給1,100万円～（経験・スキルにより応相談）

Required Skills and Qualifications **Experience:**

- Solid professional experience in an **HR Generalist, HR Advisor, or HR Operations** position.
- Hands-on experience managing payroll operations in partnership with an external payroll vendor.
- Good understanding of the full employee lifecycle, including onboarding, employee administration, ongoing support, and offboarding.
- Practical experience with day-to-day HR operations and employee support.
- Experience supporting employee data management, benefits administration, or related HR processes.
- Experience working with HR policies, procedures, and operational standards.
- Experience collaborating with regional or international HR stakeholders.
- More than 6 years of relevant professional experience.
- Bachelor's degree.

Soft Skills:

- Strong attention to detail, particularly when handling payroll, employee data, and HR administration.
- Proactive and **service-oriented approach** to supporting employees and managers.
- Strong communication and interpersonal skills.
- Ability to work effectively with local, regional, and international stakeholders.
- Strong organisational skills with the ability to manage multiple HR operational responsibilities.
- Reliable and accountable approach to delivering accurate and timely HR services.
- Continuous improvement mindset with an interest in improving HR processes and employee experience.
- Comfortable working in an international and collaborative environment.

Language Requirements:

- **Japanese:** Native level
- **English:** Business level

Preferred Skills & Qualifications

- Experience working within **financial services, investment banking, securities, or another international professional environment**.
- Experience supporting both local Japan HR operations and regional HR teams.
- Broad exposure across payroll, benefits, employee data, performance management, and HR administration.
- Experience working in a multinational or regional HR structure.

Why You'll Love Working Here

- Build broad HR expertise within a **global financial services environment**.
- Gain exposure to both Japan-based and regional HR Operations.
- Take ownership of a diverse HR scope spanning the full employee lifecycle.
- Develop hands-on expertise across **HR Operations, payroll, benefits, employee data, and performance management**.
- Work closely with employees, managers, and regional HR stakeholders in an international environment.
- Contribute to continuous improvement of HR processes and employee experience.
- Benefit from a **hybrid working style and remote/WFH options**.
- Enjoy an environment with **minimal overtime**.
- Receive a competitive annual compensation package of **¥11M-¥14M**.

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。