SPECIALIZED GROUP Understanding People

HR Manager / 人事マネージャー | 労務・給与管理

Flexible Hours | Remote Work Available

Job Information

Recruiter
Specialized Group

Job ID
1618427

Industry
Private Equity Fund, Venture Capital

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 2nd, 2026 00:01

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

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

HR Lead 人事マネージャー | Human Resources - Competitive salary, Flexible hours, Remote work

Overview

Our client is seeking an HR Lead for their innovative venture capital company that builds products and leads operations with portfolio companies. This role offers a unique opportunity to gain deep insights into building design businesses and managing HR processes in a creative, international environment. Benefits include flexible working hours, flexible remote work, and a competitive salary based in Tokyo.

Key Responsibilities:

- Manage payroll and ensure timely employee and contractor payments
- Oversee employee onboarding and offboarding processes
- Draft employment contracts and HR documents using templates
- Ensure compliance with Japanese labor laws and update on regulatory changes
- Maintain efficient HR processes such as tracking overtime and vacation days
- Assist external accounting team with annual year-end closing
- Create financial projections to support team decision-making
- Optimize HR administrative workflows to improve operational efficiency
- Coordinate with recruiters to ensure smooth employee integration post-hiring
- Manage HR information systems or payroll software for accurate data handling
- Ensure accurate labor compliance reporting and documentation

Requirements:

- Fluent business English and native Japanese proficiency
- Strong knowledge of Japanese labor laws and regulations
- Experience managing payroll and employee compensation processes
- Proficiency in drafting employment contracts and HR documents
- Experience with employee onboarding and offboarding procedures
- Ability to create financial projections and assist with year-end closing
- Experience with HR information systems or payroll software (preferred)
- Strong organizational and process optimization skills
- Experience working in international or multicultural teams
- Familiarity with labor compliance reporting and documentation

Benefits:

- Competitive salary
- Flexible working hours
- Flexible remote work options

Company Description