

HR Manager

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Global Flavours & Fragrances Company

Job ID
1618940

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
9 million yen ~ Negotiable, based on experience

Refreshed
November 5th, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 years

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

As the HR Manager for Japan, you will partner closely with business leaders to deliver both strategic and operational HR support across the employee lifecycle. Key responsibilities include workforce planning, talent acquisition, performance and talent management, organisational development, employee relations, and HR compliance.

You will act as a trusted advisor to management, driving people initiatives aligned with business objectives while supporting a positive employee experience. The role also serves as a backup for payroll operations, making knowledge of payroll, social insurance, and labour regulations highly desirable.

Key Responsibilities

Partner with business leaders to implement HR strategies and provide guidance on people-related matters.
Manage talent acquisition, performance management, compensation reviews, succession planning, and organisational development initiatives.
Support employee relations matters, including performance, disciplinary, and career development issues.
Ensure compliance with employment legislation, company policies, and health and safety requirements.

Analyse HR data and provide insights to support workforce and business decisions.
Contribute to HR projects, process improvements, and change management initiatives.
Provide backup support for payroll administration when required.
Maintain constructive relationships with employees, management, and employee representatives where applicable.

Location: Tokyo / Yokohama (hybrid office presence required).

Employee Benefits:
#NAME?

Required Skills

5 years' experience in HR
Experience supporting employee relations
Solid HR Operations (Payroll, social insurance etc) experience

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

?

We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.