



HR & Office Administrator

感圧粘着ラベルで世界をリードするグローバル企業『エイプリ・デニソン』の日本法人

Job Information

Hiring Company

Avery Dennison Japan KK

Job ID

1619362

Industry

Chemical, Raw Materials

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Yamanote Line Station

Salary

Negotiable, based on experience

Work Hours

According to company regulations.

Holidays

According to company regulations.

Refreshed

October 27th, 2026 13:12

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

« Job Description & Position Highlights »

- Oversee payroll, year-end tax adjustments, social and labor insurance, attendance management, onboarding and offboarding, and overall office administration for the Japan office of a global company
- Apply expertise in Japanese labor laws and social insurance systems to ensure regulatory compliance and support smooth business operations
- Collaborate with regional HR teams and international management, leveraging English skills while gaining experience in global HR operations and office management
- Offering an international work environment to apply and develop HR and administration expertise

【Job Responsibilities】

< Key Responsibilities >

- Direct the comprehensive monthly payroll cycle, year-end tax reconciliations (Nenmatsu Chousei), and statutory filings in coordination with external consultants.
- Execute daily tasks related to Social (Shakai Hoken) and Labor (Roudou Hoken) insurance, maintaining strict alignment with the Japan Labor Standards Act.
- Supervise employee attendance, leave documentation, and the administration of local labor statutes such as the Article 36 Agreement.
- Serve as the primary representative to social security attorneys (Sharoshi), health associations, and governmental bodies.
- Facilitate onboarding and offboarding, including contract preparation, equipment provisioning, and system credentials for the Japan workforce.
- Oversee office environment, facility maintenance, procurement of supplies, and local asset tracking.
- Manage correspondence, physical archives, and general administrative workflows for the Tokyo office.
- Deliver high-level support for visiting leadership, including scheduling and itinerary coordination.
- Organize local engagement activities, corporate town halls, and associated logistics.

■Company Description

Avery Dennison Corporation (NYSE: AVY) is a global materials science and digital identification solutions company. We are Making Possible™ products and solutions that help advance the industries we serve, providing branding and information solutions that optimize labor and supply chain efficiency, reduce waste and mitigate loss, advance sustainability, circularity and transparency and better connect brands and consumers. We design and develop labeling and functional materials, radio-frequency identification (RFID) inlays and tags, software applications that connect the physical and digital and offerings that enhance branded packaging and carry or display information that improves the customer experience. Serving industries worldwide — including home and personal care, apparel, general retail, e-commerce, logistics, food and grocery, pharmaceuticals and automotive — we employ approximately 35,000 employees in more than 50 countries. Our reported sales in 2025 were \$8.9 billion. Learn more at www.averydennison.com. AVERY DENNISON IS PROUD TO BE CERTIFIED GREAT PLACE TO WORK IN AUSTRALIA, BANGLADESH, CHINA, INDIA, INDONESIA, MALAYSIA, SINGAPORE, THAILAND AND VIETNAM, AND RECOGNIZED AS ONE OF THE BEST COMPANIES TO WORK FOR IN ASIA IN GREATER CHINA AND VIETNAM.

■About the role

We are seeking a proactive Human Resources & Office Administrator to lead our Japan-based operations, including payroll, labor relations, and site management. Acting as a primary local contact, the successful candidate will partner with Regional HR Shared Services and management to maintain operational excellence and ensure full adherence to local regulatory requirements.

■Additional Information

Avery Dennison is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status, or any other protected status.

【Employment Type】

Full-time

【Salary】

Based on experience and skill level

【Working Hours】

In accordance with company regulations

【Work Location】

Shiodome Building 13F, 1-2-20 Kaigan, Minato-Ku, 105-0022, Tokyo, Japan

Acces:2-3 min walk from JR Hamamatsucho Station

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

Required Skills

【Qualifications】

- Possession of an Associate or Bachelor's degree.
- Minimum 3 years of direct HR experience in Japan, encompassing payroll, tax adjustments, and insurance within an international or high-growth business context.

- Comprehensive knowledge of Japanese Labor Laws and social security frameworks.
- Familiarity with HRIS platforms (Oracle, etc.) and proficiency in Google Workspace and MS Office suites.
- Health Supervisor (衛生管理者) certification is highly desirable (successful candidates must commit to obtaining this post-hire if not currently held).
- Native Japanese fluency paired with Business English proficiency for effective collaboration with regional stakeholders and international talent teams.
- Meticulous attention to detail and an independent, solution-oriented approach to balancing compliance and administrative duties.

Company Description