SPECIALIZED GROUP Understanding People

HR & GA Manager / 人事総務マネージャー | 外資系IT

年収800～1,000万円・東京勤務

Job Information

Recruiter
Specialized Group

Job ID
1621309

Industry
Internet, Web Services

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 4th, 2026 11:15

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

HR & GA Manager - IT, Startup office, 8-10M

Overview

Our client is Global Tech company expanding its Japan operation with a newly created HR & General Affairs Manager role in Tokyo. This position offers the opportunity to independently manage HR and office operations for a small, growing team while collaborating closely with global HR, Finance, and Legal departments and involves high English usage in a global work environment.

Key Responsibilities:

- Manage recruitment, onboarding, offboarding, payroll, and benefits
- Handle employee relations, labor issues, and HR policy compliance
- Oversee office management, facilities, vendors, and equipment
- Coordinate immigration, visa, and work eligibility processes
- Collaborate with global HR, Finance, and Legal teams
- Maintain confidentiality of sensitive employee information
- Independently manage multiple HR and GA functions in small team
- Implement HRIS and payroll software for efficient HR operations
- Develop and update HR policies to reflect local labor laws

Requirements:

- Fluent Japanese language proficiency (mandatory)
- Business-level English or Mandarin proficiency (mandatory)
- 3-5 years HR and General Affairs experience
- Experience with recruitment, onboarding, payroll, and benefits
- Familiarity with global HR, finance, and legal coordination
- Strong communication skills
- Experience working in small or startup environments (preferred)
- Ability to handle confidential employee information securely
- Proactive and organized work style

Company Description