SPECIALIZED GROUP Understanding People

Head of HR / 人事部長 | 外資系金融

年収2,500万円以上の人事責任者ポジション

Job Information

Recruiter
Specialized Group

Job ID
1621571

Industry
Asset Management

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 6th, 2026 15:01

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Executive

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

Head of HR | International Asset Management | 25M+

Our client is seeking a Head of HR to lead HR management for their established human resources firm in Tokyo. This role offers the opportunity to oversee a growing HR team and drive strategic HR initiatives across the Japan office. Benefits include working in a leadership capacity with a supportive team of operational and administrative professionals.

Key Responsibilities:

- Lead HR team managing operational and administrative HR functions
- Develop and maintain relationships with senior management and business heads
- Manage recruitment, onboarding, transfers, and termination processes end-to-end

- Provide strategic HR advice on organizational design and workforce planning
- Oversee employee relations including grievance, disciplinary actions, and investigations
- Administer and drive performance management and talent development processes
- Ensure compliance with Japanese labor laws and employment regulations
- Manage compensation and benefits benchmarking, salary reviews, and bonus administration
- Coordinate HR reporting, data accuracy, and audit trails for employment milestones
- Lead delivery of mandatory HR training and track training attendance
- Collaborate with legal and compliance teams on employment-related matters
- Drive continuous improvement of HR policies and work processes
- Represent company in labor-related legal and regulatory communications
- Manage cross-border HR policy consistency across departments and locations
- Support talent succession planning and competency development with local managers
- Oversee relocation processes ensuring compliance and employee briefing

Requirements:

- 12-15 years of HR generalist experience (mandatory)
- Native-level Japanese proficiency with strong communication skills (mandatory)
- Strong written and verbal English communication skills (mandatory)
- Degree in Human Resources or related field (preferred but not mandatory)
- Advanced Excel skills including formulas and spreadsheet management (mandatory)
- Experience managing recruitment, onboarding, and termination processes (mandatory)
- Knowledge of Japanese labor laws and employment regulations (mandatory)
- Experience conducting employee relations investigations and grievance management (mandatory)
- Experience with HRIS systems, preferably Workday (preferred but not mandatory)
- Experience in compensation and benefits benchmarking and administration (mandatory)
- Ability to lead and develop HR teams (mandatory)
- Experience in banking or finance sector HR (preferred but not mandatory)
- Ability to manage cross-border HR policies and practices
- Strong organizational and multitasking skills
- Experience delivering HR training and development programs
- Familiarity with performance management systems and talent development
- Experience liaising with legal and compliance teams on employment matters

Company Description