【グローバルテック企業】シニアHRジェネラリスト｜日本法人HRの単独担当

航空宇宙分野を支えるグローバルテクノロジー企業

Job Information

Recruiter
Morgan McKinley

Job ID
1621888

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 20:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

航空宇宙分野をはじめ、先進的なデータシステムやテクノロジーを展開するグローバル企業にて、日本法人の人事・労務全般を担う**シニアHRジェネラリスト**の募集です。

日本法人のHRを主担当として幅広く任され、大きな裁量を持って人事制度や業務プロセスの整備・改善を推進できることが魅力です。

70か国以上の国籍の社員が活躍する、フラットで国際色豊かな環境で働けます。

外資系企業での人事労務経験を活かし、経営陣と近い距離で日本法人の組織づくりやHR機能の強化に主体的に取り組みたい方におすすめです。

主な職務内容

- **日本法人の人事アドバイザリー業務：** 日本法人の人事担当として、経営陣の相談役となり、人材マネジメントや人事全般に関する助言・サポートを行う。
- **従業員の入退社・雇用管理：** 雇用契約書の作成・発行から入社手続き、オンボーディング、退職手続きまで、従業員のライフサイクル全般を管理する。
- **労務管理・従業員対応：** 日本の労働関連法令に準拠し、従業員からの問い合わせや労務問題、従業員間のトラブルなどに対応する。
- **給与・社会保険関連業務の管理：** 給与計算や社会保険などを委託する外部ベンダーとの連携・管理を行い、人事管理システム上の従業員情報や関連データの正確性を確認する。
- **人事制度・業務プロセスの整備：** 日本法人の人事関連書類や業務プロセスを標準化・整備し、グローバルのベストプラクティスを取り入れながら、業務効率化を推進する。
- **グローバル人事施策の導入・推進：** 企業文化の醸成、人材育成、従業員のウェルビーイングなど、グローバルで展開する人事施策を日本法人に導入し、従業員の参加を促進する。

Are you an experienced **Senior HR Generalist, HR Operations Specialist, or HR Business Partner (HRBP)** looking to take ownership of HR operations at a rapidly growing global technology company in Tokyo?

A leading **international technology company operating in the aerospace and advanced data solutions sector** is seeking a **Senior HR Generalist** to oversee its Japan HR operations.

This is a high-impact, standalone position where you will serve as the primary local HR contact, providing strategic and operational HR support to executive management and employees across Japan.

You will take responsibility for **employee lifecycle management, Japanese labor law compliance, payroll and social insurance coordination, employee relations, HR systems administration, and talent management initiatives**.

Working closely with regional and global HR stakeholders, you will ensure that local HR practices meet Japanese employment regulations while aligning with the company's international people strategies.

This opportunity is ideal for an experienced HR professional with strong knowledge of **Japanese labor regulations, HR operations, employee relations, and payroll vendor management** who enjoys working independently in a fast-paced, multicultural environment.

With **hybrid working arrangements, significant autonomy, and exposure to global HR initiatives** , this role offers an opportunity to shape the company's Japan HR function and make a meaningful business impact.

Key Responsibilities

- **Japan HR Advisory & Business Partnering:** Act as the primary HR advisor to Japan's executive management, providing guidance on local employment practices, workforce matters, employee relations, and people-related decisions.
- **Employee Lifecycle Management:** Oversee the complete employee lifecycle, including employment contract preparation, onboarding, employee documentation, personnel administration, and compliant offboarding procedures.
- **Japanese Labor Law Compliance:** Ensure HR policies, employment documentation, and workforce administration comply with Japanese labor laws, statutory regulations, and internal company requirements.
- **Employee Relations & HR Support:** Respond to employee inquiries, resolve workplace concerns, and provide practical HR guidance while maintaining confidentiality and professionalism.
- **Payroll & Social Insurance Vendor Management:** Coordinate with external payroll providers, social insurance and labor consultants (**Sharoushi**), and other HR service vendors to ensure accurate and timely administration.
- **HRIS & Personnel Data Management:** Maintain accurate employee records, verify personnel information across internal HR systems, and support the effective use of HR management platforms and employee service portals.
- **HR Process Improvement:** Standardize local employment documentation, streamline HR workflows, and identify opportunities to improve operational efficiency and service quality.
- **Global HR Collaboration:** Partner with regional and global HR teams to align Japan's HR operations with international policies and best practices while addressing local employment requirements.
- **Talent Management & Employee Engagement:** Support the local implementation of global initiatives covering organizational culture, employee wellbeing, performance management, and talent development.
- **Organizational Growth Support:** Adapt HR processes and employee support practices to meet the evolving needs of a rapidly expanding technology business.

Required Skills

必須条件 経験・資格：

- 人事労務の実務経験
- 日本の**労働関連法令、社会保険・福利厚生制度、雇用慣行**の知識
- **従業員の雇用管理経験**（雇用契約書の作成、入社手続き・オンボーディング、退職手続きなど）
- 社会保険労務士や給与計算代行会社など、外部委託先との連携・管理経験
- HRシステムの使用経験

ソフトスキル：

- **正確性・細部への注意力：** 従業員情報や法定書類などを細部まで確認し、ミスなく確実に業務を遂行できること
- **判断力・プロフェッショナリズム：** 機密性の高い人事案件や従業員からの相談に対し、適切な判断力と成熟した対応力を持って対応できること
- **異文化コミュニケーション能力：** 日本の労働市場や雇用慣行への理解を海外チームに的確に伝え、グローバルな企業方針と日本法人の状況を調整できること
- **柔軟性・問題解決力：** 日常的な人事業務と事業拡大に伴う新たな課題の両方に柔軟に対応し、状況に応じて優先順

位を判断できること

語学力：
- **日本語：** 流暢
- **英語：** 上級ビジネスレベル（海外拠点とのやり取り、文書作成必須）

歓迎条件
- 外資系企業の日本法人や急成長企業において、人事業務全般を**主担当**または**一人で担った**経験
- **Bob**、**BambooHR**、**Workday**などのクラウド型人事管理システムの使用経験
- グローバル企業における企業文化の醸成、人事評価制度の運用、人材育成プログラムなどの導入・展開に携わった経験

採用企業について
外資系テクノロジー企業。

航空宇宙分野をはじめ、世界各国で高度なデータシステムやオペレーショナル・インテリジェンスを提供する、国際的に高い評価を受けている企業です。

ベンチャーキャピタルからの出資を受け、革新的な技術と事業成長を強みに、世界各地で事業を展開しています。

主要な国際拠点で事業を拡大する中、現在日本法人も、パートナーとの関係構築や市場拡大を担う重要な役割を果たしています。

70か国以上の国籍の社員が在籍し、英語を共通言語とするフラットでオープンな組織文化が特徴です。従来の航空宇宙業界に見られるような複雑な階層構造や煩雑な社内手続きが少なく、スピード感と大きな裁量を持って働ける環境です。

この求人がおすすめの理由
- **日本法人のHRを担う裁量の大きさ：** 日本法人の人事業務全般を主担当として担い、自らの判断で仕組みづくりや業務改善を推進できます。
- **グローバルでフラットな組織文化：** 70か国以上の国籍の社員が在籍。英語を共通言語とする、風通しの良い国際的な環境で働けます。
- **スピード感のある成長企業：** ベンチャー企業ならではの迅速な意思決定と柔軟性があり、経営陣との距離も近く、主体的に組織づくりに関われます。
- **ストックオプション制度：** 対象者にはストックオプションが付与され、会社の長期的な成長や事業拡大の成果を共有できます。
- **柔軟な働き方：** 出社と在宅勤務を組み合わせた、成果重視の柔軟なワークスタイルを採用しています。

Required Skills and Qualifications**Experience:**
- Practical experience in **HR generalist, HR operations, HR administration, or HR business partnering** roles.
- Strong working knowledge of **Japanese labor laws, employment regulations, social insurance systems, statutory benefits, and standard employment practices**.
- Hands-on experience managing employee lifecycle processes, including **Japanese employment contracts, onboarding, personnel administration, and offboarding**.
- Experience coordinating with external **payroll providers, social insurance and labor consultants (Sharoushi), or other HR service vendors**.
- Experience maintaining employee records and working with **HRIS platforms, HR management systems, or internal employee service portals**.
- Ability to prepare and maintain accurate HR documentation, verify employee information, and support compliance with internal policies and local regulations.
- Experience handling day-to-day HR operations, employee inquiries, and administrative challenges within a corporate environment.

Soft Skills:
- Excellent organizational skills and strong attention to detail when managing personnel records, employment documentation, and compliance-related matters.
- **High level of discretion, confidentiality, and professional judgment** when handling sensitive employee information and workplace concerns.
- Strong interpersonal and communication skills for advising senior management and supporting employees.
- Excellent cross-cultural communication skills, including the ability to explain Japanese employment practices and local HR requirements to international stakeholders.
- Independent, proactive, and solution-oriented approach to managing HR responsibilities.
- Ability to balance routine HR administration with changing business priorities in a fast-growing organization.
- Strong problem-solving skills and flexibility when responding to unexpected employee or operational requirements.
- Collaborative mindset and willingness to work across departments, cultures, and international teams.

Language Requirements:
- **Japanese:** Fluent proficiency for employee relations, labor law compliance, local HR administration, and communication with Japanese stakeholders.
- **English:** Fluent proficiency for collaboration with global HR teams, management communication, and preparation of business documentation.

Preferred Skills & Qualifications
- Previous experience as a **standalone HR Generalist, Japan HR Lead, or primary HR Operations Specialist** within a multinational company or high-growth subsidiary.
- Experience working in a **global technology company, aerospace business, or rapidly expanding international organization**.
- Familiarity with cloud-based HR management systems such as **HiBob (Bob), BambooHR, or Workday**.
- Experience supporting or localizing global **employee engagement, performance management, talent development, or organizational culture initiatives**.
- Experience improving HR workflows, standardizing documentation, or implementing global HR processes within a Japan office.
- Ability to operate effectively in an entrepreneurial environment with a high degree of independence and accountability.

About the Company
Our client is an **internationally recognized, venture-backed technology company** specializing in advanced data systems, enterprise technology, and operational intelligence solutions.

Operating at the intersection of **technology, aerospace, and data-driven innovation**, the organization provides sophisticated solutions to customers and partners around the world.

With an expanding presence across major international markets, its Japan business plays an important role in supporting regional partnerships and commercial growth.

The company combines the agility and entrepreneurial mindset of a high-growth technology business with the international resources and market presence of an established industry innovator.

Its workforce represents **more than 70 nationalities**, creating a diverse, collaborative, and English-speaking environment.

Employees work alongside professionals from engineering, data, operations, and commercial functions, contributing to a shared vision of innovation and growth.

The Japan HR function offers an opportunity to take meaningful ownership of local people operations while collaborating with global colleagues and supporting the continued development of the business.

Why You'll Love Working Here
- **Standalone HR Ownership:** Take responsibility for Japan's HR operations and directly influence how people processes are managed, improved, and developed.
- **Strategic Management Exposure:** Work closely with Japan's executive leadership as a trusted advisor on HR operations, employee relations, and workforce matters.
- **Global & Multicultural Environment:** Collaborate with colleagues representing **more than 70 nationalities** in an international, English-speaking workplace.
- **High Level of Autonomy:** Enjoy significant decision-making freedom and the opportunity to introduce practical HR improvements.
- **Innovative Technology Company:** Join a venture-backed business operating in the advanced technology, aerospace, and data solutions sectors.
- **Collaborative Leadership & Team Culture:** Work with approachable leaders and colleagues across engineering, data, and business operations.
- **Stock Option Opportunities:** Eligible employees may receive **stock options**, offering participation in the company's long-term growth.
- **Hybrid & Flexible Working:** Benefit from a flexible, results-oriented working environment combining office collaboration with regular work-from-home options.
- **Agile Working Environment:** Experience the fast-paced culture of an innovative technology company with relatively flat organizational structures.
- **Professional Development:** Expand your expertise across **Japan HR operations, HRBP responsibilities, labor compliance, payroll coordination, employee relations, and global talent initiatives**.
- **Opportunity to Make an Impact:** Play a central role in strengthening HR processes and supporting the growth of the company's Japan operations.

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。