SPECIALIZED GROUP Understanding People

Head of HR / 人事責任者 | 立ち上げ・年収1800万円

Up to ¥18M + bonus potential

Job Information

Recruiter
Specialized Group

Job ID
1623282

Industry
Internet, Web Services

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 16th, 2026 18:18

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

First HR Hire for Innovative Tech firm -18M, Hybrid

Overview

Our client, a innovative tech firm, is hiring its first dedicated HR professional in Japan to establish and develop the local HR function. This role offers the unique opportunity to build HR structures and policies from scratch with significant autonomy and direct collaboration with both Japan leadership and international stakeholders. The position includes a hybrid work style with three days onsite, a competitive salary with bonus potential, and orientation training in Finland.

Key Responsibilities:

- Establish and develop Japan HR function and policies
- Manage compliance with Japanese labour laws and work rules
- Oversee compensation, benefits, and payroll processes
- Handle employee relations and HR operational activities
- Collaborate with Japan leadership and international stakeholders
- Provide strategic HR advice to senior leadership
- Manage external HR vendors and service providers
- Design HR processes tailored for a fast-paced tech startup
- Implement hybrid work policies supporting remote collaboration
- Resolve complex HR and business challenges independently

Requirements:

- Strong knowledge of Japanese labour laws and regulations
- Experience building HR functions and developing HR processes
- Hands-on experience with compensation and benefits management
- Experience managing employee relations and HR operations
- Excellent English communication skills
- Experience overseeing payroll and external HR vendors
- Broad HR generalist or HR manager experience
- Ability to work independently in a small, fast-paced environment
- Strong commercial understanding and problem-solving skills
- Experience working with international and multicultural teams
- Familiarity with hybrid work models and remote collaboration tools
- Proficiency in HRIS or payroll software (preferred but not mandatory)

Company Description