



## Human Resources Director

### HR Director Role - Tier 1 Retail

#### 募集職種

##### 人材紹介会社

Cornerstone Recruitment Japan 株式会社

##### 求人ID

1546320

##### 業種

小売

##### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

##### 外国人の割合

外国人 半数

##### 雇用形態

正社員

##### 勤務地

日本

##### 給与

800万円 ~ 1300万円

##### ボーナス

固定給+ボーナス

##### 勤務時間

40 hours/week

##### 休日・休暇

Sat, Sun, public holidays

##### 更新日

2026年02月09日 02:00

#### 応募必要条件

##### 職務経験

6年以上

##### キャリアレベル

エグゼクティブ・経営幹部レベル

##### 英語レベル

ビジネス会話レベル

##### 日本語レベル

ビジネス会話レベル

##### 最終学歴

短大卒：準学士号

##### 現在のビザ

日本での就労許可が必要です

#### 募集要項

- Retail HR Business Partner Functions

- **Corporate HR Business Partner Functions**

- **HR Administration & Payroll**

- Administer all HR procedures and related documentation, such as employment contracts, salary adjustment letters, warning notices, and disciplinary actions.
- Oversee payroll operations, benefits administration, and ensure compliance with statutory HR requirements.

- **Employee Relations**

- Manage employee relations with a focus on retaining and developing top talent.
- Oversee performance improvement plans and handle dismissal procedures as necessary.

- **Training & Development**

- Coordinate and execute training and development initiatives in collaboration with headquarters.

#### **Other Responsibilities**

- Manage HR cost control processes, ensuring alignment with annual budgets and monthly forecasts.
- Implement and manage the HR Information System (HRIS) effectively.
- Enforce and localize global HR policies as needed.
- Handle legal matters in coordination with legal experts to ensure compliance and minimize risk.

#### < Key Requirements >

- At least 7 years of experience in Human Resources
- Background in retail or fashion industries is highly preferred
- Strong interpersonal and relationship-building skills
- In-depth knowledge of Japanese labor laws
- Solid understanding of payroll processes
- Excellent multitasking and problem-solving abilities
- Proven capability to collaborate effectively across departments
- Proactive and hands-on approach to work
- Experience in recruitment and managing people
- Proficient in both Japanese and English, with strong verbal and written communication skills
- Positive, forward-thinking, and solutions-oriented mindset

---

#### 会社説明