



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

東京都 23区

給与

経験考慮の上、応相談

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06月01日 03:00

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