

MichaelPage

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## HR Operations Specialist - Luxury Group

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1546585

## 業種

小売

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

500万円 ~ 700万円

## 更新日

2025年12月31日 03:00

## 応募必要条件

## キャリアレベル

中途経験者レベル

## 英語レベル

基礎会話レベル

## 日本語レベル

流暢

## 最終学歴

大学卒：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

This client is looking for a detail-oriented and proactive HR Operations Specialist to join our HR team in Tokyo. This role focuses on managing employment contracts, HR lifecycle operations, and internal communications to support a growing workforce in a dynamic, global environment.

## Client Details

This global fashion group is home to some of the world's most influential luxury brands. In Japan, it fosters a forward-thinking HR culture that celebrates individuality, embraces diversity, and supports personal growth. With a strong presence in both retail and corporate environments, the company offers a dynamic and inclusive workplace where employees are empowered to bring their authentic selves to work. You'll be part of a collaborative team driving innovation at the forefront of the luxury industry.

## Description

-Manage employment contract processes (creation, renewal) for all employee types, including temporary and dispatched workers

- Coordinate pre-boarding, onboarding (including orientations), and offboarding processes
- Administer HR notifications and announcements (joiners, transfers, promotions, leavers)
- Maintain and organize employment documentation and records
- Liaise with payroll vendors and internal stakeholders across multiple locations
- Support additional HR administrative functions as needed

#### Job Offer

- Competitive annual salary.
- Opportunities to contribute to an established retail company in Tokyo.
- Structured and efficient workplace environment.
- Permanent employment with room for professional growth.
- Hybrid work model (up to 8 days/month remote)
- Flexible working hours with core time (10:30am-3:30pm)
- No dress code - freedom of hairstyle and personal style
- Work in a diverse and international environment
- central Tokyo office location
- Supportive leadership and clear career progression

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

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#### スキル・資格

- Minimum 3 years of experience in HR operations or employee benefits administration
- Foundational knowledge of social and labor insurance in Japan
- Strong interpersonal and communication skills for internal/external coordination
- Excellent time management and task tracking abilities

#### Preferred:

- Experience in retail or with variable working hour systems
- HR experience in foreign-affiliated companies or shared service environments
- Familiarity with payroll vendors
- Comfort working with English documentation or terminology

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#### 会社説明

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