



HR Advisor/ Generalist (English/Japanese)

募集職種

採用企業名

株式会社アプテル

支社・支店

AVTEL Limited

求人ID

1558959

部署名

Human Resources

業種

土木

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

日比谷線、 八丁堀駅

給与

500万円 ~ 850万円

ボーナス

給与： ボーナス込み

勤務時間

0900 - 1800

更新日

2025年12月29日 01:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 25%程度)

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

HR Advisor/ Generalist

HR Advisor / Generalist

Reports to: General Manager, Japan / APAC HR Manager

About The Role

We are seeking a proactive and hands-on HR Advisor to support our growing team in Japan. This role is ideal for someone with a strong foundation in HR operations, a solid understanding of Japanese employment regulations, and a passion for contributing to regional HR initiatives across APAC.

As the HR Advisor, you will be the key HR contact for our Japan office, supporting a team of 18 employees. You'll manage day-to-day HR operations, ensure compliance with local Labor laws, and act as a neutral and trusted partner to both employees and the management team. You'll also collaborate with regional HR colleagues to support broader APAC HR programs and projects.

This is a dynamic role that requires excellent communication skills, cultural sensitivity, and a problem-solving mindset to navigate relationships and workplace dynamics effectively.

Key Responsibilities

1. Japan HR Operations & Compliance

- Own day-to-day HR operations including employee contracts, records, and payroll coordination.
- Ensure full compliance with Japanese labour laws—working hours, overtime, and statutory benefits.
- Maintain HR data accuracy and support reporting needs.
- Track leave, attendance, and other employee metrics.
- Deliver recruitment requirements, from job posting to interview coordination.
- Deliver smooth onboarding and offboarding experiences with care for employees to receive an experience aligned with AVTEL values.
- Advise managers on local employment practices and support internal audits.
- Organise employee celebrations, team meals and bonding activities.

2. Employee Relations & Office Support

- Act as a neutral bridge between employees and management, fostering a positive and respectful workplace culture.
- Support conflict resolution, grievances, and disciplinary processes with discretion and fairness.
- Partner with the Operations Manager and General Manager to support employee engagement and retention.

3. Office Administration

- Oversee day-to-day office operations including supplies, equipment, and vendor management.
- Coordinate with building management and service providers to ensure a safe and functional work environment.
- Support travel arrangements, meeting logistics, and general administrative task when necessary.
- Assist with budgeting and expense tracking for office-related costs.

4. HR Team Collaboration

- Participate in Global or APAC-wide HR programs and initiatives, contributing local insights and support.
- Assist in implementing regional policies, performance management processes, and employee development programs.

Why Join Us?

- Be part of a forward-thinking HR team that values continuous learning, innovation, and cross-cultural collaboration.
- Work closely with leadership and make a meaningful impact on the Japan office culture.
- Gain exposure to regional HR projects and career development opportunities.

スキル・資格

Ideal Competencies, Skills & Experience

Experience: 3–5 years in HR operations or advisory roles, ideally in a bilingual (English/Japanese) environment.

Knowledge: Solid understanding of Japanese employment regulations, including working hours, overtime, dismissal procedures, and statutory benefits. Experience managing payroll and social insurance processes is essential.

Skills:

- Clear communicator in both English and Japanese with excellent interpersonal skills.
- Strong organizational and problem-solving abilities.
- Ability to manage sensitive situations with neutrality and professionalism.

Mindset:

- Thrives in a dynamic, fast-evolving environment and enjoys creating structure, processes, and solutions from the ground up.
- Comfortable navigating ambiguity and driving continuous improvement.
- Collaborative, culturally aware, and eager to contribute to regional/ global HR growth.

- Open-minded and adaptable to forward thinking HR practices, with a willingness to support modern, globally aligned HR strategies and tools.

会社説明