



HR & Admin Manager／人事・総務マネージャー

Hong Kong-listed global firm/Flex-time

募集職種

採用企業名

ピコ・インターナショナル株式会社

求人ID

1571483

業種

その他（広告・PR・メディア）

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

600万円～900万円

勤務時間

9:00–18:00 (Full flextime, no core hours)

休日・休暇

Weekends, national holidays, paid leave, year-end & New Year

更新日

2026年01月08日 17:07

応募必要条件

職務経験

6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

日本語レベル

ネイティブ

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

« Position Highlights »

- Lead end-to-end HR operations in Japan while partnering closely with the Global HR team.
- Ensure full compliance with Japanese labor laws and oversee employee relations.
- Manage both HR and office administration functions, including P-Mark certification and vendor coordination.
- Play a key role in strengthening employer branding and supporting long-term business growth.

About the Company

Pico Group is a Hong Kong-listed global organization with offices in 36 cities worldwide.
 Pico Japan supports multinational and domestic clients, delivering integrated brand experiences.
 Our HR & Administration team plays a critical role in maintaining a compliant, efficient, and employee-focused workplace.

Purpose of the Position

We are seeking a self-motivated, results-driven, bilingual HR & Admin Manager with high emotional intelligence to oversee HR operations and office administration in Japan.
 This role requires strong ownership of HR strategy execution, compliance, and employee engagement, in close collaboration with global stakeholders.

Key Responsibilities

- Ensure compliance with all Japanese employment laws and regulations.
- Monitor changes in labor legislation and HR best practices.
- Lead recruitment and selection processes, including sourcing, interviewing, and hiring.
- Implement HR strategies, policies, and procedures in coordination with Global HR.
- Manage onboarding and offboarding processes.
- Oversee employee relations, including conflict resolution and grievance handling.
- Support performance evaluations, training, and employee development programs.
- Maintain HR records, compensation, and benefits administration.
- Support employee recognition and engagement initiatives.
- Liaise with external vendors and manage office administration (P-Mark certification, office supplies, IT coordination, etc.).

<Report to>

Representative Director

【Employment Type】

Full-time

【Salary】

JPY 6,000,000–9,000,000

*Bonus: company scheme, historically ~2 months (near fixed but not guaranteed)

【Working Hours】

9:00–18:00 (Full flextime, no core hours)

【Work Location】

Nihonbashi, Tokyo (onsite)

*Telework system exists, but this position is office-based

【Holidays & Leave】

- Weekends, national holidays
- paid leave
- year-end & New Year holidays

【Benefits & Welfare】

- Transportation allowance
- Social insurance coverage

Important Notes for Applicants

The first-round interview will be conducted in English.

Therefore, please submit the following three documents when applying:

Resume (Japanese) / CV (Japanese & English)

スキル・資格**Requirements**

- Japanese national with at least 10 years of professional experience.
- Solid experience in recruitment, training, or organizational development.
- Strong knowledge of Japanese employment laws and HR best practices.
- Fluent in both Japanese and English (spoken and written).
- Excellent communication, interpersonal, and problem-solving skills.
- Experience handling work visa applications is a plus.

Functional Competencies

- Strong written and verbal communication
- Time management and attention to detail
- Ability to multitask and prioritize
- Problem-solving mindset
- Global perspective