

# BURBERRY

## (Assistant) HR Manager

### 募集職種

### 採用企業名

バーバリー・ジャパン株式会社

### 求人ID

1572394

### 業種

アパレル・ファッション

### 会社の種類

大手企業 (300名を超える従業員数) - 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

450万円 ~ 750万円

### ボーナス

固定給+ボーナス

### 勤務時間

9:30~18:00 (フレックス制度あり)

### 更新日

2026年03月17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

日常会話レベル (英語使用比率: 50%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 Business Partnering (70%)

・ Serve as the primary HR point of contact for Retail Operations (all stores in Japan)

・ Partner with Retail Head and Store Managers to understand business objectives and provide proactive HR solutions

・ Lead workforce planning and attrition analysis; prepare headcount budgets, forecast hiring needs, and propose retention initiatives to manage turnover while optimizing cost efficiency

- Drive employee engagement initiatives, succession planning, and talent development programs for frontline and mid-level talent
- Lead performance management processes (goal setting, year-end reviews & calibration sessions)
- Manage employee relations cases including disciplinary actions, grievances, performance improvement plans, and exit management
- Support organizational design, change management, and restructuring initiatives as required
- Ensure local compliance with Japanese labor laws and Burberry global policies
- Support annual compensation & benefits review cycles and promotion processes

#### Frontline Recruitment (30%)

- Full ownership of recruitment for all store positions
- Partner with Retail Operations to create workforce planning and hiring forecasts
- Direct sourcing from recruitment platform and partnering with the external agencies
- Conduct interviews, manage assessment centers, and coordinate final selection with hiring managers
- Build and maintain a strong talent pipeline for critical frontline roles
- Manage offer process, background checks, and smooth onboarding experience
- Continuously improve candidate experience and employer branding for store roles

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#### スキル・資格

##### Qualifications & Requirements :

- Bachelor's degree or equivalent
- Minimum 5–7 years of HR generalist or HRBP experience, ideally within luxury, fashion, premium retail, or hospitality
- Proven track record in both strategic HR business partnering and high-volume frontline recruitment
- Strong knowledge of Japanese labor law and local HR practices
- Native-level Japanese and business-level English (both written and spoken)
- Excellent stakeholder management skills with the ability to influence at all levels
- Data-driven mindset with strong analytical and problem-solving skills
- High energy, hands-on attitude, and ability to work in a fast-paced retail environment
- Willingness to travel domestically to stores when required
- Proficiency in MS Office; experience with any Applicant Tracking Systems is a plus

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#### 会社説明