



HR Manager

Well known European Luxury company

募集職種

人材紹介会社

PEAK Recruitment Japan株式会社

求人ID

1597003

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

雇用形態

正社員

勤務地

東京都 23区

給与

900万円 ~ 1200万円

更新日

2026年06月12日 14:32

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

日常会話レベル

日本語レベル

ネイティブ

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

We are seeking an experienced HR Manager to oversee Compensation & Benefits, Employee Relations and HR Operations functions. This role will play a key part in supporting business leaders and employees, ensuring operational excellence, compliance, and data-driven decision-making across the organization.

Key Responsibilities

Compensation & Benefits

- Manage annual compensation processes including performance reviews, salary increases, and market benchmarking.
- Lead headcount and personnel cost reporting, forecasting, and budgeting activities in partnership with Finance and business stakeholders.
- Analyze workforce metrics, personnel costs, vacancies, productivity, and turnover trends to support strategic decision-

making.

- Ensure the accuracy, consistency, and integrity of HR and payroll data across systems.
- Prepare regular management reports and provide insights on workforce and compensation trends.
- Conduct ad hoc analyses and develop recommendations to support business objectives.

Employee Relations & HR Business Support

- Partner closely with managers and employees, providing guidance on people-related matters and fostering a positive employee experience.
- Advise on employee relations topics including disciplinary matters, grievances, absence management, organizational changes, and employment policies.
- Ensure HR policies and practices remain compliant with applicable labor laws and regulatory requirements.
- Support employee separation processes while maintaining compliance and minimizing organizational risk.
- Review and update HR policies and guidelines to reflect legal and business changes.

HR Operations & Process Improvement

- Evaluate and optimize HR processes to improve efficiency, accuracy, and employee experience.
- Leverage digital tools, systems, and automation to streamline HR operations.
- Design and implement scalable HR workflows and best practices across the organization.

General Affairs & Office Support

- Oversee office administration and workplace operations to ensure a productive working environment.
- Coordinate office facilities, vendors, and workplace services.
- Support business continuity, health and safety initiatives, and emergency response processes.
- Provide operational support for field and frontline employee programs where required.

スキル・資格

- Bachelor's degree or above
- Min. 5 years or above experience in HR
- Experience in the retail / luxury industry preferable
- Self-driven, passionate individual and team player with the ability to closely interact with business
- Solid experience in employee relation and local labor laws
- Excellent communication style and a confident speaker
- Strong ability to recommend HR opportunities and innovation staying ahead of the trends, while keeping the operation impeccable, with a solid service mentality
- Strong organization and planning skills
- Proficient in MS Office functionalities & e-learning platform

会社説明