C&B Manager

募集職種

人材紹介会社
Cornerstone Recruitment Japan 株式会社

求人ID
1602524

業種
小売

雇用形態
正社員

勤務地
東京都 23区, 渋谷区

給与
800万円 ~ 1000万円

ボーナス
固定給+ボーナス

更新日
2026年11月03日 17:00

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 (英語使用比率: 10%程度)

日本語レベル
ネイティブレベル

最終学歴
専門学校卒

現在のビザ
日本での就労許可が必要です

募集要項

- Manage compensation and benefits programs, including annual performance reviews, salary increases, and market benchmarking.
- Oversee headcount (FTE) and personnel cost reporting, budgeting, forecasting, and variance analysis in partnership with HR and Finance.
- Analyze workforce and personnel cost data, monitor HR KPIs (e.g., turnover and productivity), and provide insights and reports to support management decision-making.
- Maintain the accuracy and integrity of HR and financial data across systems.
- Partner with managers on employee relations matters, providing guidance on disciplinary issues, grievances, absence management, redundancies, and employment policy compliance.
- Support policy development and updates to ensure alignment with employment legislation and business needs.
- Coordinate employee separation processes in compliance with legal requirements and HR best practices.
- Review and improve HR processes by implementing digital tools and streamlining workflows to enhance operational efficiency.
- Oversee general office administration, including facilities, office services, health and safety coordination, and administrative support.

- Provide operational support to retail teams, including uniform management and other business support activities.

スキル・資格

- 5+ years of HR experience, ideally in a broad HR Generalist or HR Business Partner role.
- Strong knowledge of employee relations and Japanese labor law.
- Business-level Japanese and English.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office (Excel, PowerPoint, Word).

会社説明