



HR Manager

Work closely with CEO & Directors

募集職種

人材紹介会社

PEAK Recruitment Japan株式会社

求人ID

1604680

業種

電力・ガス・水道

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 1000万円

更新日

2026年09月07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

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 all aspects of Human Resources for our growing organization of approximately 30 employees. This is a role responsible for supporting the full employee lifecycle, partnering with leadership, and ensuring HR operations are efficient, compliant, and aligned with business objectives. The ideal candidate is hands-on, proactive, and comfortable working in a fast-paced, international environment.

Key Responsibilities

- Manage the full employee lifecycle, including recruitment, onboarding, performance management, employee development, and offboarding.

- Partner with business leaders on organizational planning, talent management, and employee relations.
 - Develop and maintain HR policies, procedures, and employee handbooks.
 - Administer compensation, benefits, payroll coordination, and annual salary reviews.
 - Ensure compliance with Japanese labor laws and company policies.
 - Manage employee contracts, HR documentation, and personnel records.
 - Support employee engagement initiatives and foster a positive workplace culture.
 - Work closely with external vendors, including payroll providers, labor and social security consultants, and recruitment agencies.
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スキル・資格

- 5+ years of HR Generalist or HR Manager experience.
- Experience managing multiple HR functions independently.
- Strong knowledge of Japanese labor law and HR best practices.
- Experience supporting small to mid-sized organizations.
- Excellent communication and stakeholder management skills.
- Business-level English and native or fluent Japanese.
- Strong organizational and problem-solving skills.
- Proficiency with Microsoft Office and HR systems.

What We Offer

- Opportunity to play a key role in a growing organization.
 - Collaborative and international working environment.
 - Broad exposure across all areas of Human Resources.
 - Competitive salary and benefits.
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会社説明