



Understanding People

HR Business Partner / HRビジネスパートナー

Support HR Across Japan & Korea

募集職種

人材紹介会社

スペシャライズドグループ株式会社

求人ID

1609248

業種

法律事務所

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年08月24日 18:29

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

ビジネス会話レベル

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

HRBP Opportunity - Top Law Firm

Overview

Our client is seeking an HRBP to support their professional services operations in Japan and Korea, providing high-quality HR advisory and business partnering. This role offers the opportunity to influence HR practices across multiple offices and contribute to regional and firmwide HR priorities. Benefits include a collaborative work environment in Tokyo, exposure to international HR practices, and the chance to work closely with senior leadership.

Key Responsibilities:

- Advise managers on employment relations and compliance issues
- Manage disciplinary, grievance, and termination processes
- Coordinate compensation and benefits programs ensuring policy compliance
- Support workforce planning with data analysis and business insights
- Drive appraisal, promotion, and remuneration review processes
- Manage onboarding and integration of new employees
- Coordinate graduate recruitment and early career talent programs
- Lead diversity, inclusion, and wellbeing initiatives locally
- Produce and analyze HR data to inform decision-making
- Manage employee exit processes and conduct exit interviews
- Collaborate with HR specialists to implement firmwide HR policies locally
- Advise on employee management to ensure duty of care and wellbeing
- Maintain up-to-date knowledge of employment laws and HR best practices
- Manage relationships with benefit providers and payroll vendors
- Support international mobility and cross-border HR issues
- Deliver training and communications on HR processes to managers and employees
- Monitor workforce trends and escalate risks to HR leadership

Requirements:

- Native-level Japanese and advanced business English proficiency
- 3+ years experience as HR Advisor or HR Business Partner
- Experience in employment relations and staff movements management
- Proficiency in HR systems, preferably Workday
- Data analytics and reporting skills using Excel and HR tools
- Experience managing compensation and benefits programs
- Experience coordinating recruitment and talent development programs
- Ability to influence and advise senior managers and partners
- Experience with diversity, inclusion, and wellbeing initiatives
- Strong organizational and multitasking skills
- Experience with international mobility and cross-border HR issues
- Advanced IT skills including PowerPoint and Outlook

会社説明