



HR Manager/ Business Partner

募集職種

人材紹介会社

PEAK Recruitment Japan株式会社

求人ID

1613013

業種

アセットマネジメント

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09月17日 11:15

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

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

Position Overview

We are looking for an experienced **HR Manager / HR Business Partner** to support the continued growth of the Japan business.

This is a hands-on and commercially focused HR role, with **recruitment as a key priority**. The successful candidate will partner closely with the **Country Head and Business Unit leaders** to support organizational growth, while also overseeing HR operations, payroll, and employee-related matters.

The role will also have significant responsibility for the company's **Hokkaido operations**, including recruitment and on-site HRBP support. As a result, **willingness and ability to travel regularly to Hokkaido is essential**.

The successful candidate will also work closely with the company's **international headquarters**, making strong written and spoken English communication skills essential.

Key Responsibilities

1. Recruitment & Talent Acquisition

- Lead and manage end-to-end recruitment activities across the Japan business.
- Partner with the Country Head and Business Unit leaders to understand hiring needs and develop effective recruitment strategies.
- Manage recruitment for both corporate and operational positions, including roles supporting the Hokkaido business.
- Work with internal stakeholders and external recruitment agencies to identify and attract high-quality talent.
- Develop effective sourcing strategies and continuously improve the recruitment process and candidate experience.
- Support workforce planning and proactively identify future talent requirements.

2. HR Business Partnering

- Act as a trusted HR partner to the Country Head and Business Unit leaders.
- Provide HR guidance and support across the employee lifecycle, including organizational development, performance management, employee relations, and talent management.
- Partner with business leaders to understand business priorities and translate them into practical HR initiatives.
- Support organizational growth, change management, and employee engagement initiatives.
- Provide HR insights and recommendations to management based on business and people data.

3. Hokkaido HR Support

- Take responsibility for HR support for the Hokkaido operation, including recruitment, onboarding, employee relations, and general HR matters.
- Partner with local management to ensure effective workforce planning and staffing.
- Provide hands-on HRBP support to employees and managers on-site.
- Travel regularly to Hokkaido as required to support the operation and business leaders.

4. HR Operations & Payroll

- Oversee day-to-day HR operations for the Japan business.
- Manage and coordinate monthly payroll processes with internal and external stakeholders.
- Ensure accurate and timely HR administration and employee data management.
- Support employment contracts, onboarding/offboarding, benefits, attendance management, and other HR-related processes.
- Ensure HR policies and practices are appropriately implemented and aligned with Japanese regulations and company requirements.

5. International Collaboration

- Work closely with the international headquarters and regional HR teams.
- Communicate Japan HR matters, business needs, and people-related issues clearly to international stakeholders.
- Participate in global and regional HR initiatives and implement relevant programs locally.
- Prepare and communicate HR information and reports in English.

スキル・資格

- 5+ years of HR experience, ideally combining **HRBP, HR operations, and recruitment** responsibilities.
 - Strong hands-on recruitment experience with the ability to manage multiple hiring priorities.
 - Experience partnering directly with senior business leaders and/or country management.
 - Experience with payroll and general HR operations in Japan.
 - Strong understanding of Japanese employment practices and HR processes.
 - Excellent written and spoken **English communication skills**.
 - Experience working with an international headquarters, regional HR team, or multinational organization.
 - Strong stakeholder management and communication skills.
 - A proactive, hands-on approach with the ability to operate independently in a growing business.
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会社説明