SPECIALIZED GROUP Understanding People

HR Manager / 人事マネージャー | 労務・給与管理

Flexible Hours | Remote Work Available

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
1618427

業種
プライベートエクイティファンド・ベンチャーキャピタル

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11月02日 00:01

応募必要条件

職務経験
1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

HR Lead 人事マネージャー | Human Resources - Competitive salary, Flexible hours, Remote work

Overview

Our client is seeking an HR Lead for their innovative venture capital company that builds products and leads operations with portfolio companies. This role offers a unique opportunity to gain deep insights into building design businesses and managing HR processes in a creative, international environment. Benefits include flexible working hours, flexible remote work, and a competitive salary based in Tokyo.

Key Responsibilities:

- Manage payroll and ensure timely employee and contractor payments
- Oversee employee onboarding and offboarding processes
- Draft employment contracts and HR documents using templates
- Ensure compliance with Japanese labor laws and update on regulatory changes
- Maintain efficient HR processes such as tracking overtime and vacation days
- Assist external accounting team with annual year-end closing
- Create financial projections to support team decision-making
- Optimize HR administrative workflows to improve operational efficiency
- Coordinate with recruiters to ensure smooth employee integration post-hiring
- Manage HR information systems or payroll software for accurate data handling
- Ensure accurate labor compliance reporting and documentation

Requirements:

- Fluent business English and native Japanese proficiency
- Strong knowledge of Japanese labor laws and regulations
- Experience managing payroll and employee compensation processes
- Proficiency in drafting employment contracts and HR documents
- Experience with employee onboarding and offboarding procedures
- Ability to create financial projections and assist with year-end closing
- Experience with HR information systems or payroll software (preferred)
- Strong organizational and process optimization skills
- Experience working in international or multicultural teams
- Familiarity with labor compliance reporting and documentation

Benefits:

- Competitive salary
- Flexible working hours
- Flexible remote work options

会社説明