SPECIALIZED GROUP Understanding People

HR & GA Manager / 人事総務マネージャー | 外資系IT

年収800～1,000万円・東京勤務

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
1621309

業種
インターネット・Webサービス

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18日 00:00

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
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 & GA Manager - IT, Startup office, 8-10M

Overview

Our client is Global Tech company expanding its Japan operation with a newly created HR & General Affairs Manager role in Tokyo. This position offers the opportunity to independently manage HR and office operations for a small, growing team while collaborating closely with global HR, Finance, and Legal departments and involves high English usage in a global work environment.

Key Responsibilities:

- Manage recruitment, onboarding, offboarding, payroll, and benefits
- Handle employee relations, labor issues, and HR policy compliance
- Oversee office management, facilities, vendors, and equipment
- Coordinate immigration, visa, and work eligibility processes
- Collaborate with global HR, Finance, and Legal teams
- Maintain confidentiality of sensitive employee information
- Independently manage multiple HR and GA functions in small team
- Implement HRIS and payroll software for efficient HR operations
- Develop and update HR policies to reflect local labor laws

Requirements:

- Fluent Japanese language proficiency (mandatory)
- Business-level English or Mandarin proficiency (mandatory)
- 3-5 years HR and General Affairs experience
- Experience with recruitment, onboarding, payroll, and benefits
- Familiarity with global HR, finance, and legal coordination
- Strong communication skills
- Experience working in small or startup environments (preferred)
- Ability to handle confidential employee information securely
- Proactive and organized work style

会社説明