SPECIALIZED GROUP Understanding People

Head of HR / 人事部長 | 外資系金融

年収2,500万円以上の人事責任者ポジション

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
1621571

業種
アセットマネジメント

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06日 15:01

応募必要条件

職務経験
10年以上

キャリアレベル
エグゼクティブ・経営幹部レベル

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

Head of HR | International Asset Management | 25M+

Our client is seeking a Head of HR to lead HR management for their established human resources firm in Tokyo. This role offers the opportunity to oversee a growing HR team and drive strategic HR initiatives across the Japan office. Benefits include working in a leadership capacity with a supportive team of operational and administrative professionals.

Key Responsibilities:

- Lead HR team managing operational and administrative HR functions
- Develop and maintain relationships with senior management and business heads
- Manage recruitment, onboarding, transfers, and termination processes end-to-end

- Provide strategic HR advice on organizational design and workforce planning
- Oversee employee relations including grievance, disciplinary actions, and investigations
- Administer and drive performance management and talent development processes
- Ensure compliance with Japanese labor laws and employment regulations
- Manage compensation and benefits benchmarking, salary reviews, and bonus administration
- Coordinate HR reporting, data accuracy, and audit trails for employment milestones
- Lead delivery of mandatory HR training and track training attendance
- Collaborate with legal and compliance teams on employment-related matters
- Drive continuous improvement of HR policies and work processes
- Represent company in labor-related legal and regulatory communications
- Manage cross-border HR policy consistency across departments and locations
- Support talent succession planning and competency development with local managers
- Oversee relocation processes ensuring compliance and employee briefing

Requirements:

- 12-15 years of HR generalist experience (mandatory)
- Native-level Japanese proficiency with strong communication skills (mandatory)
- Strong written and verbal English communication skills (mandatory)
- Degree in Human Resources or related field (preferred but not mandatory)
- Advanced Excel skills including formulas and spreadsheet management (mandatory)
- Experience managing recruitment, onboarding, and termination processes (mandatory)
- Knowledge of Japanese labor laws and employment regulations (mandatory)
- Experience conducting employee relations investigations and grievance management (mandatory)
- Experience with HRIS systems, preferably Workday (preferred but not mandatory)
- Experience in compensation and benefits benchmarking and administration (mandatory)
- Ability to lead and develop HR teams (mandatory)
- Experience in banking or finance sector HR (preferred but not mandatory)
- Ability to manage cross-border HR policies and practices
- Strong organizational and multitasking skills
- Experience delivering HR training and development programs
- Familiarity with performance management systems and talent development
- Experience liaising with legal and compliance teams on employment matters

会社説明