SPECIALIZED GROUP Understanding People

Head of HR / 人事責任者 | 立ち上げ・年収1800万円

Up to ¥18M + bonus potential

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
1623282

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16日 18:18

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

First HR Hire for Innovative Tech firm -18M, Hybrid

Overview

Our client, a innovative tech firm, is hiring its first dedicated HR professional in Japan to establish and develop the local HR function. This role offers the unique opportunity to build HR structures and policies from scratch with significant autonomy and direct collaboration with both Japan leadership and international stakeholders. The position includes a hybrid work style with three days onsite, a competitive salary with bonus potential, and orientation training in Finland.

Key Responsibilities:

- Establish and develop Japan HR function and policies
- Manage compliance with Japanese labour laws and work rules
- Oversee compensation, benefits, and payroll processes
- Handle employee relations and HR operational activities
- Collaborate with Japan leadership and international stakeholders
- Provide strategic HR advice to senior leadership
- Manage external HR vendors and service providers
- Design HR processes tailored for a fast-paced tech startup
- Implement hybrid work policies supporting remote collaboration
- Resolve complex HR and business challenges independently

Requirements:

- Strong knowledge of Japanese labour laws and regulations
- Experience building HR functions and developing HR processes
- Hands-on experience with compensation and benefits management
- Experience managing employee relations and HR operations
- Excellent English communication skills
- Experience overseeing payroll and external HR vendors
- Broad HR generalist or HR manager experience
- Ability to work independently in a small, fast-paced environment
- Strong commercial understanding and problem-solving skills
- Experience working with international and multicultural teams
- Familiarity with hybrid work models and remote collaboration tools
- Proficiency in HRIS or payroll software (preferred but not mandatory)

会社説明