

Job Detail

Senior Level

Position Title	Human Resources Manager
Recruiter Company	Cornerstone Recruitment Japan K.K.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	General Affairs/HR/Legal - Other General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) General Affairs/HR/Legal - HR (Recruiting)
Industry	
Location	Asia Japan Tokyo
Job Description	【JOB RESPONSIBILITIES】 <ul style="list-style-type: none">• Introduce corporate HR policy and initiatives to ensure local effectiveness and legal compliance for Japan• Lead the implementation and continues improvement of all Global HR initiatives• Manage contract and employment documentation• Handle on/off-boarding process across the company• Collect timesheets and submit payroll-related data• Manage attendance by support line managers• Support employee communications• Assist internal recruitment• Promote employee well-being around the company
Company Info	【COMPANY OVERVIEW】 The international medical device company
Qualifications	【REQUIREMENTS】 <ul style="list-style-type: none">• 7-10 years of relevant experience• Proven country HR senior leadership experience• Experience in transforming organization• Excellent spoken and written in English• Local and international travel – up to 20%
English Level	Native Level
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	Depends on experience