

## 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	<b>【JOB RESPONSIBILITIES】</b> <ul style="list-style-type: none"><li>• Introduce corporate HR policy and initiatives to ensure local effectiveness and legal compliance for Japan</li><li>• Lead the implementation and continues improvement of all Global HR initiatives</li><li>• Manage contract and employment documentation</li><li>• Handle on/off-boarding process across the company</li><li>• Collect timesheets and submit payroll-related data</li><li>• Manage attendance by support line managers</li><li>• Support employee communications</li><li>• Assist internal recruitment</li><li>• Promote employee well-being around the company</li></ul>
Company Info	<b>【COMPANY OVERVIEW】</b> The international medical device company
Qualifications	<b>【REQUIREMENTS】</b> <ul style="list-style-type: none"><li>• 7-10 years of relevant experience</li><li>• Proven country HR senior leadership experience</li><li>• Experience in transforming organization</li><li>• Excellent spoken and written in English</li><li>• Local and international travel – up to 20%</li></ul>
English Level	Native Level
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	Depends on experience