

# Job Description (JD)

**Position Title:** HR Manager

**Location:** Tokyo, Japan (Remote options available)

## **Job Overview:**

We are seeking an experienced HR Manager to oversee all aspects of human resources practices and processes. The ideal candidate will be responsible for developing and implementing HR strategies that align with our business objectives, fostering a positive workplace culture, and ensuring legal compliance.

## **Responsibilities:**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Manage the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plans and benefits programs.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.

## **Requirements:**

- Proven working experience as HR Manager or other HR Executive.
- People-oriented and results-driven.
- Demonstrable experience with Human Resources metrics.
- Knowledge of HR systems and databases.
- Ability to architect strategy along with leadership skills.
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- In-depth knowledge of labor law and HR best practices.
- Degree in Human Resources or related field.