



Assistant Training Manager

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

A global luxury hotel

Job ID

1455473

Industry

Hotel

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 22nd, 2025 10:01

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[JOB RESPONSIBILITIES]

- Plan, organize, oversee, coordinate, and execute training activities. These efforts aim to enhance the performance of our employees, ensuring they meet the established standards of the hotel.
- Supervising the recruitment and orientation of recent graduates while also actively participating in introducing systems and initiatives connected to employee interactions and generating revenue.
- Contributes to the Director of Human Resources (DOHR) and Learning & Development (L&D) Manager's efforts to attain objectives for both the hotel and the department.
- Training Needs Analysis, Training planning and management
- Expense management
- Organize hotel orientations
- Language training organization
- Analyze training results
- Job Description Management

【REQUIREMENTS】

- Minimum 5 years experience in training content development, training delivery, planning and analysis
- Native Japanese with Business English level

【職務内容】

- 新卒者の採用やオリエンテーションを監督する一方、従業員との交流や収益の創出につながるシステムやイニシアチブの導入にも積極的に参加
- 人事部長（DOHR）および学習開発（L&D）マネージャーのホテルと部門双方の目標達成に向けた取り組みに貢献
- トレーニングニーズ分析、トレーニング計画および管理
- 経費管理
- ホテルオリエンテーションの開催
- 語学研修の組織化
- トレーニング結果の分析
- 職務内容管理

【必要条件】

- 5年以上の研修コンテンツ開発、研修実施、企画、分析経験
- 日本語ネイティブ、ビジネス英語レベル

Company Description