



## Hospitality - Human Resources Manager

5-star hotel in Tokyo

### Job Information

**Recruiter**

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

**Hiring Company**

Five star hotel in Tokyo

**Job ID**

1546311

**Division**

Human Resources

**Industry**

Hotel

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

40 hours/week

**Holidays**

Sat, Sun, public holidays

**Refreshed**

June 15th, 2026 02:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

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**Job Description****Position Summary**

The **Human Resources Manager** is responsible for overseeing daily HR operations, including recruitment, compensation and benefits, employee development, labor relations, and performance management. This role works closely with both the HR and Operations teams to ensure HR services support employee engagement and contribute to overall business success. The HR Manager also ensures strict adherence to all applicable labor laws and internal policies.

**Candidate Profile****Education & Experience**

- High school diploma or equivalent with 4 years of relevant experience in HR, business operations, or a related field.  
**OR**
- Associate's degree in Human Resources, Business Administration, or a related discipline with at least 2 years of relevant experience.

**Core Responsibilities**

- Recruitment & Hiring
- Benefits Administration
- Training & Development
- Employee Relations
- Legal Compliance & Safety

**Professional Expertise**

- Continuously seek learning opportunities to enhance individual and team performance.
- Apply business knowledge to solve problems and support operational success.
- Demonstrate expertise in core HR areas including:
  - Talent acquisition and onboarding
  - Benefits and compensation
  - Labor law compliance
  - Training program development
  - Payroll processes
  - Employee relations and conflict resolution

**Foundational Skills**

- Proficiency with standard computer software and HR systems.
  - Solid mathematical, communication, and comprehension skills.
  - Strong written communication tailored to different audiences.
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**Company Description**