



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

Japan

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

April 20th, 2026 01:00

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

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