

【英語を活かす】HRマネージャー / HR Manager

グローバルホテルブランドにて、HRマネージャーの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

グローバルホテルブランド

Job ID

1568242

Industry

Hotel

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7.5 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制、土日祝日休み、有給休暇

Refreshed

January 22nd, 2026 19:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A multinational hotel brand is seeking an HR Manager. The selected candidate will support organisational development, talent management, and performance systems to build a high-performing, engaged workforce.

A leading global hospitality company renowned for delivering exceptional guest experiences, innovative services, and a culture of excellence. With a strong presence in Japan, it offers exciting career opportunities for passionate professionals eager to grow in a world-class environment that values teamwork, development, and service quality.

Keywords:

ホテル業界、人事マネージャー、採用戦略、労務管理、労働法、人材開発、パフォーマンスマネジメント、求人、外資系

Job Ref: MBZ1ZP

Responsibilities:

- Establish HR strategy plans and lead the HR team to achieve objectives based on annual goals
- Align department activities with corporate HR strategy and ensure effective implementation across the hotel
- Propose and maintain HR policies, procedures, and compliance with government and brand requirements
- Oversee recruitment, selection, and talent management, developing creative hiring channels and employer branding
- Develop and implement performance evaluation systems, recognition programs, and succession plans
- Support leadership development by coaching department heads and fostering open communication
- Manage HR operations, including budget planning, compensation, benefits, and labour cost control
- Represent the hotel in union negotiations and maintain relationships with local labour authorities
- Ensure compliance with labour laws, hygiene, safety, and security policies
- Supervise employee facilities such as the canteen and dormitory to ensure quality, safety, and well-being

Requirements:

- Bachelor's degree or above
- More than 2 years of experience in a similar position with an international brand hotel
- Proven experience in HR operations and policy management
- Good relationship with the local labour bureau and government agencies
- Basic business and financial sense
- Professional level Japanese and English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.