



## HR Manager

### Job Information

**Recruiter**

[Scouta K.K.](#)

**Hiring Company**

A premium luxury Hotel in Niseko

**Job ID**

1575072

**Division**

Operations

**Industry**

Hotel

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Hokkaido, Abuta-gun Niseko-cho

**Salary**

6 million yen ~ 7 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

July 1st, 2026 02:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**JOB SUMMARY:**

The HR Manager directs and works with Human Resources and Operations employees to carry out the daily activities of the Human Resource Office including oversight of recruitment, total compensation, training and development, association/labor relations, and performance management. Additionally, the HR Manager focuses on delivering HR services that meet or exceed the needs of employees and enable business success; as well as ensures compliance with all applicable laws,

regulations and operating procedures.

#### **CORE WORK ACTIVITIES:**

**Leading and Monitoring Recruitment and Hiring Activity**

**Administering and Providing Education Related to Employee Benefits**

**Managing Employee Development**

**Maintaining Employee Relations**

**Managing Legal and Compliance Practices**

**MANAGEMENT COMPETENCIES: Leadership, Managing Execution, Building Relationships, Generating Talent and Organizational Capability Learning and Applying Professional Expertise**

#### Required Skills

##### **Education and Experience**

- High school diploma or GED; 5 years' experience in the human resources, management operations, or related professional area.

OR

- 2-year degree from an accredited university in Human Resources, Business Administration, or related major; 2 years experience

in human resources, management operations, or related professional area.

##### **Skills/Competencies**

- **Basic Computer Skills** - Uses basic computer hardware and software (e.g., personal computers, word processing software,

Internet browsers, etc.).

- **Mathematical Reasoning** - Demonstrates ability to add, subtract, multiply, or divide quickly, correctly, and in a way that allows one to solve work-related issues.

- **Oral Comprehension** - Demonstrates ability to listen to and understand information and ideas presented through spoken words

and sentences.

- **Reading Comprehension** - Demonstrates understanding of written sentences and paragraphs in work-related documents.

- **Writing** - Communicates effectively in writing as appropriate for the needs of the audience.

##### **Language skills**

English and Japanese Business Level

#### Company Description