



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

February 11th, 2026 00:00

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