



Understanding People

Assistant HR Director / 人事副部長（ホテル）

Strategic HR leadership role

Job Information

Recruiter

Specialized Group

Job ID

1582077

Industry

Hotel

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

March 26th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

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

Assistant HR Director | Hotel Industry アシスタント人事ディレクター ホテル業界

Our client, a renowned luxury hotel brand, is seeking an Assistant HR Director in Tokyo to lead the People & Culture agenda for a team of approximately 650 colleagues. This successor-track role offers the opportunity to transition into the Director of Human Resources position, providing a unique chance to shape leadership capabilities and enhance the colleague experience. Enjoy the benefits of managing a team of 7, focusing on people development, and working in a high-end hospitality environment.

Key Responsibilities:

- Lead HR strategy and business partnership initiatives
- Oversee culture and talent management programs
- Drive workforce planning and recruitment processes

- Lead learning and development initiatives
- Manage employee relations and promote workplace wellbeing
- Oversee HR operations, compliance, and risk management
- Develop and inspire the HR team
- Ensure alignment with luxury hotel brand standards
- Utilize HR analytics for decision-making

Qualifications:

- Bachelor's degree required; HR-related certification preferred
- 8–12+ years progressive HR experience
- Luxury hotel or large-scale service operation experience strongly preferred
- Strong knowledge of Japanese labor law and HR best practices
- Japanese (native/near-native) and business-level English required
- Demonstrated capability in complex employee relations and leader coaching
- Proven ability to influence senior leaders; strong stakeholder management
- Data-driven mindset; HRIS and analytics literacy
- Experience with HR software like Workday or SAP is preferred but not mandatory
- Experience in talent acquisition and workforce planning
- Experience in learning and development programs

Company Description