

## 【英語を活かす】 人事アシスタントマネージャー/ HR Assistant Manager

世界的なホスピタリティ企業にて、人事アシスタント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**

世界的なホスピタリティ企業

**Job ID**

1589690

**Industry**

Hotel

**Job Type**

Permanent Full-time

**Location**

Hokkaido

**Salary**

5 million yen ~ 7 million yen

**Holidays**

完全週休2日制, 土日祝日休み

**Refreshed**

April 23rd, 2026 16:02

### 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 global hospitality company is searching for an HR Assistant Manager. The chosen applicant will be managing administration, recruitment, employee relations, and compliance to ensure efficient and accurate HR processes.

An international hospitality company with multiple locations around the world and plans to expand in the Japan market.

**Keywords:**

人事, サポート, 接客, 事務, 外資系

Job Ref: PM3KDO

**Responsibilities:**

- Provide administrative support to the Human Resources Department by assisting in planning, coordinating, and implementing HR operations
- Maintain the security and proper upkeep of personnel files
- Ensure personnel records are accurate, complete, and efficiently maintained
- Handle employee and internal inquiries and complaints, ensuring timely and satisfactory resolution

- Maintain positive working relationships with employees across all levels
- Monitor key HR metrics and prepare monthly reports (turnover, sick leave, vacation)
- Ensure compliance with company policies and local regulations, including accurate reporting
- Assist in developing and implementing employee relations, benefits, compensation, and recruitment programs
- Manage recruitment processes, including job postings, screening, and coordination
- Screen applications and refer qualified candidates to department heads
- Coordinate job fairs and other recruitment initiatives
- Prepare employment offer letters and verify applicant references
- Coordinate visa and immigration processes for foreign employees
- Support employee communications and ensure timely dissemination of announcements
- Conduct new employee orientation sessions when required
- Conduct exit interviews and provide feedback to the Human Resources Manager

**Requirements:**

- Knowledge of statutory legislation in employee and industrial relations
- Native level Japanese; business level 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.