



Understanding People

## Assistant HR Director | Luxury Hotel HR Management 人事部アシスタント

Luxury hotel in Kyoto

### Job Information

#### Recruiter

Specialized Group

#### Job ID

1590988

#### Industry

Hotel

#### Job Type

Permanent Full-time

#### Location

Kyoto Prefecture

#### Salary

Negotiable, based on experience

#### Refreshed

May 1st, 2026 03:20

### General Requirements

#### Minimum Experience Level

Over 6 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 | Luxury Hotel HR Management 人事部アシスタントディレクター

Our client, a luxury hotel in Kyoto and part of a renowned international chain, is seeking an Assistant Director of Human Resources to support HR operations. This role offers the opportunity to lead HR initiatives in a luxury hospitality setting, focusing on talent development and employee engagement. Benefits include the chance to build HR operations from scratch and support non-Japanese executives.

#### Key Responsibilities:

- Oversee HR operations ensuring compliance with policies and laws
- Lead recruitment to attract and retain top-tier hospitality professionals
- Partner with leadership to align workforce planning with business objectives
- Drive employee relations initiatives to foster a positive workplace culture
- Manage performance management processes including evaluations and development planning

- Oversee learning and development programs for employee capability enhancement

**Qualifications:**

- Bachelor's degree in HR, Hospitality Management, or Business Administration
- 5–8 years of HR experience, 3+ years in managerial role
- Experience in luxury hotel or upscale hospitality environment is preferred but not mandatory
- Comprehensive knowledge of HR operations, including recruitment and employee relations
- Strong understanding of labor laws and employment regulations
- Excellent communication skills in English; multilingual ability is preferred but not mandatory
- Proficiency in HRIS systems and Microsoft Office Suite
- Must speak Japanese fluently
- Experience with HR analytics tools is preferred but not mandatory

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Company Description