



HR Manager

Sustainable Luxury 5-star Hotel in Tokyo

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1592571

Industry

Hotel

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 11 million yen

Refreshed

June 26th, 2026 10:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

- Develop and implement HR initiatives aligned with business goals
- Support employee relations by handling workplace concerns and improving communication between staff and management
- Assist with recruitment, hiring, and onboarding processes
- Help strengthen employee engagement, motivation, and retention initiatives
- Maintain and improve HR policies, procedures, and internal systems
- Foster a positive and inclusive work environment
- Coordinate performance review processes to support employee growth and productivity
- Ensure compliance with labor laws and company policies
- Manage employee records and documentation in accordance with legal requirements
- Provide additional administrative and HR support as needed

Required Skills

- 2–3 years of HR experience in a supervisory or leadership role, preferably in hospitality or service industries
- Strong interpersonal and communication skills with the ability to build positive working relationships
- Ability to support and improve HR systems, processes, and operations
- Experience with HR software, recruitment platforms, payroll systems, and reporting tools
- Strong organizational and administrative skills with attention to detail

Company Description