



## 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**

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#### 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

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## Company Description