



## HR Manager

### Job Information

**Recruiter**

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

**Job ID**

1594551

**Industry**

Hotel

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

8.5 million yen ~ 10 million yen

**Refreshed**

May 28th, 2026 16:54

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

### Job Description

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Assist in managing the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation, and retention of team members.
- Develop and maintain overall HR strategies, systems, and procedures across the business.
- Nurture a positive and inclusive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Ensure legal compliance throughout HR management.

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## Required Skills

- A relevant qualification in a field of study related to hospitality, HR or Business Administration.
- 2–3 years of human resources supervisory or leadership experience, ideally within a hotel or hospitality environment.
- Strong ability to effectively listen and communicate, creating a warm and helpful environment for all team members.
- Demonstrated ability to support and establish new, effective systems to meet the needs of the HR department.
- Excellent verbal and written communication skills.
- Ability to build strong relationships with internal and external stakeholders.
- Familiarity with software programs, data analysis and report formatting, recruitment systems, and payroll systems.

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## Company Description