



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

June 11th, 2026 07:00

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.

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.

Company Description