Cluster Human Resources Manager (or Assistant Manager)

Job Information

Hiring Company
Travelodge Hotels (Asia) Pte Ltd

Subsidiary
Travelodge Hotels Asia

Job ID
1617072

Industry
Hotel

Company Type
Small/Medium Company (300 employees or less) - International Company

Job Type
Permanent Full-time

Location
Japan

Salary
Negotiable, based on experience

Salary Bonuses
Bonuses paid on top of indicated salary.

Refreshed
November 18th, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 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

JOB OVERVIEW

The Human Resources Manager oversees the HR function in Japan, developing and implementing strategies, policies, and initiatives that support the company's business objectives. The role focuses on attracting, retaining, and developing talent, fostering a positive and inclusive workplace culture, and ensuring compliance with Japanese labor laws and regulations. Working closely with senior leadership and hotel management teams, the HR Manager drives effective people management practices and supports the organization's long-term growth and success. Possible locations for the position are Osaka, Kyoto, or Nagoya.

RESPONSIBILITIES

Strategic HR Leadership

- Develop and implement HR strategies, policies, and initiatives aligned with business objectives and employee engagement goals
- Partner with senior leadership to support business priorities, strengthen organizational culture, and improve workforce effectiveness
- Advise leadership on talent management, succession planning, workforce planning, and organizational development

Recruitment and Talent Acquisition

- Lead recruitment and selection activities to attract and hire qualified candidates across the organization
- Develop effective sourcing strategies using online job portals, social media, recruitment agencies, and other relevant channels
- Partner with hiring managers to define staffing requirements, assess candidates, and make informed hiring decisions
- Build and maintain relationships with recruitment agencies, educational institutions, and other talent sources

Employee Relations and Performance Management

- Promote a positive, inclusive, and productive workplace through effective employee relations practices
- Advise and support managers in handling employee relations matters, including disciplinary issues, grievances, and performance concerns
- Ensure compliance with Japanese labor laws and regulations relating to employment contracts, working hours, leave entitlements, and other employment conditions
- Implement and manage performance management processes, including goal setting, performance reviews, and employee development plans

Training and Development

- Identify organizational training needs and develop initiatives to strengthen employee skills, competencies, and performance
- Collaborate with department heads to coordinate onboarding, leadership development, technical training, and other learning opportunities
- Evaluate training effectiveness and recommend improvements to support continuous learning.
- Support career development and succession planning to strengthen internal talent pipelines and employee retention

Compensation and Benefits

- Manage compensation and benefits programs to ensure internal equity, market competitiveness, and compliance with applicable regulations
- Conduct salary benchmarking and provide recommendations on compensation structures and adjustments
- Oversee employee benefits administration, including social insurance, health insurance, pension arrangements, and other employee benefits
- Monitor market trends and industry best practices to support competitive and cost-effective compensation and benefits strategies

HR Operations and Compliance

- Oversee day-to-day HR operations, including employee records, payroll coordination, HR systems, and personnel documentation
- Develop, implement, and maintain HR policies, procedures, and guidelines in accordance with Japanese labor laws and regulations
- Coordinate with legal counsel and external specialists on employment-related legal matters and risk mitigation
- Monitor changes in labor legislation and regulatory requirements and update HR policies and practices accordingly
- Ensure the accuracy, confidentiality, and integrity of employee information and HR documentation

Required Skills

QUALIFICATIONS & REQUIREMENTS

- Demonstrated experience in a senior HR management role, preferably within the hospitality industry or a multinational organization
- Strong knowledge of Japanese labor laws, regulations, and HR best practices
- Proven leadership and management capabilities, with the ability to influence and collaborate effectively with senior leadership
- Experience developing and implementing HR strategies and initiatives aligned with business objectives
- Comprehensive knowledge of recruitment, talent management, performance management, employee relations, and learning and development
- Excellent communication and interpersonal skills, with the ability to build effective relationships with stakeholders at all levels
- Ability to manage sensitive and confidential information with discretion, integrity, and professionalism
- Business-level fluency in both Japanese and English

Company Description