



## Staff Accommodation Coord./HR Administrator

不動産契約から入居・退居時のサポートまで

### 募集職種

#### 採用企業名

株式会社ニセコアルパインデベロプメンツ

#### 求人ID

1474822

#### 業種

ホテル

#### 雇用形態

正社員

#### 勤務地

北海道

#### 給与

300万円 ~ 350万円

#### 更新日

2024年05月17日 02:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

流暢

#### 最終学歴

高等学校卒

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

There's something truly unique about NISADE x The Luxe Nomad. The foundation of our culture has been about creating memorable experiences and making a positive impact within our industry and the communities in which we live and work. Our employees are the driving force behind these efforts. It is their talent, passion, and commitment to our brand that has fuelled the success of the business.

#### The Staff Accom Coordinator/HR Administrator's primary focus

Dealing with the Human Resources matters of the business, ensuring that we have the staff required to fulfill the needs of the business. The HR Administrator will also help ensure that the HR needs of the current staff are met, and that the business itself is compliant with the legal requirements for HR. As a member of our team you would be responsible for executing your position's responsibilities in alignment with our culture, and driving company success through performing the following tasks to the highest standards.

#### DUTIES INCLUDE

Staff dormitories

- Simple maintenance management in staff dormitories
- Preparation of year-round and seasonal staff dormitories
- Handling requests from staff relating to the dormitories
- Ensuring commuting between staff dormitories and work (winter)
- Inventory management
- Arrange staff move-ins and move-outs
- Communicate closely with other HR staff to keep them up to date
- Managing rent and security deposit data
- Contracts with other suppliers for utilities etc., communicating and taking
- Determine room allocations for winter staff
- Prepare and present staff dormitory policy
- Compile and report on cost and other data

#### Human resources

- Assist with recruitment of year-round and seasonal staff, including arranging interviews and handling applicant follow-up
- Propose and organise staff events
- Ensure compliance with provincial and national HR requirements by monitoring, conducting research and maintaining records
- Develop, update and recommend HR policies and procedures and maintain management guidelines.
- Ongoing maintenance of manuals for HR departments
- Prepare written documents, emails and answer telephone calls
- Assist with other departmental requirements as required
- Co-ordinate internal meetings and schedules - arrange insurance, maintain internal facilities and uniforms and other administrative tasks.
- Internal filing and organising documents as required.
- Other administrative duties.

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#### スキル・資格

- Excellent verbal and written communication skills
- Great attention to detail
- High sense of urgency
- Ability to multi-task and prioritize in a fast-moving environment
- Eagerness to learn
- Passion for excellent staff experience
- Positive attitude – teamwork orientation
- Strong computer skills with experience of HR systems is a plus
- Ability to communicate effectively in Japanese is essential, with conversational English
- Excellent organisational skills.
- Ability to work in a team environment.
- Proficient in Microsoft Word, Excel, and Outlook

#### **Benefits**

- The opportunity to make a difference to every customer
- Working in a friendly and successful team environment
- Recreation Allowance
- Recognition program for your talents and contribution
- Staff trips and Events
- Employee discounts to some resorts and activities

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#### 会社説明