



Hospitality - Human Resources Manager

5-star hotel in Tokyo

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

採用企業名

Five star hotel in Tokyo

求人ID

1546311

部署名

Human Resources

業種

ホテル

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

40 hours/week

休日・休暇

Sat, Sun, public holidays

更新日

2026年06月15日 02:00

応募必要条件

職務経験

6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 (英語使用比率: 50%程度)

日本語レベル

ビジネス会話レベル

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

Position Summary

The **Human Resources Manager** is responsible for overseeing daily HR operations, including recruitment, compensation and benefits, employee development, labor relations, and performance management. This role works closely with both the HR and Operations teams to ensure HR services support employee engagement and contribute to overall business success. The HR Manager also ensures strict adherence to all applicable labor laws and internal policies.

Candidate Profile

Education & Experience

- High school diploma or equivalent with 4 years of relevant experience in HR, business operations, or a related field.
OR
- Associate's degree in Human Resources, Business Administration, or a related discipline with at least 2 years of relevant experience.

Core Responsibilities

- Recruitment & Hiring
- Benefits Administration
- Training & Development
- Employee Relations
- Legal Compliance & Safety

Professional Expertise

- Continuously seek learning opportunities to enhance individual and team performance.
- Apply business knowledge to solve problems and support operational success.
- Demonstrate expertise in core HR areas including:
 - Talent acquisition and onboarding
 - Benefits and compensation
 - Labor law compliance
 - Training program development
 - Payroll processes
 - Employee relations and conflict resolution

Foundational Skills

- Proficiency with standard computer software and HR systems.
- Solid mathematical, communication, and comprehension skills.
- Strong written communication tailored to different audiences.

会社説明