



## 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

日本

#### 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04月20日 01:00

### 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

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## 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.

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会社説明