



## HR Manager

### 募集職種

人材紹介会社  
Scouta株式会社

採用企業名  
A premium luxury Hotel in Niseko

求人ID  
1575072

部署名  
Operations

業種  
ホテル

会社の種類  
中小企業 (従業員300名以下) - 外資系企業

雇用形態  
正社員

勤務地  
北海道, 虻田郡ニセコ町

給与  
600万円 ~ 700万円

ボーナス  
固定給+ボーナス

更新日  
2026年07月01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  
日常会話レベル

日本語レベル  
ビジネス会話レベル

最終学歴  
短大卒 : 準学士号

現在のビザ  
日本での就労許可が必要です

### 募集要項

#### JOB SUMMARY:

The HR Manager directs and works with Human Resources and Operations employees to carry out the daily activities of the Human Resource Office including oversight of recruitment, total compensation, training and development, association/labor relations, and performance management. Additionally, the HR Manager focuses on delivering HR services that meet or exceed the needs of employees and enable business success; as well as ensures compliance with all applicable laws,

regulations and operating procedures.

#### CORE WORK ACTIVITIES:

**Leading and Monitoring Recruitment and Hiring Activity**

**Administering and Providing Education Related to Employee Benefits**

**Managing Employee Development**

**Maintaining Employee Relations**

**Managing Legal and Compliance Practices**

**MANAGEMENT COMPETENCIES: Leadership, Managing Execution, Building Relationships, Generating Talent and Organizational Capability Learning and Applying Professional Expertise**

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#### スキル・資格

##### Education and Experience

• High school diploma or GED; 5 years' experience in the human resources, management operations, or related professional area.

OR

• 2-year degree from an accredited university in Human Resources, Business Administration, or related major; 2 years experience

in human resources, management operations, or related professional area.

##### Skills/Competencies

• **Basic Computer Skills** - Uses basic computer hardware and software (e.g., personal computers, word processing software,

Internet browsers, etc.).

• **Mathematical Reasoning** - Demonstrates ability to add, subtract, multiply, or divide quickly, correctly, and in a way that allows one to solve work-related issues.

• **Oral Comprehension** - Demonstrates ability to listen to and understand information and ideas presented through spoken words

and sentences.

• **Reading Comprehension** - Demonstrates understanding of written sentences and paragraphs in work-related documents.

• **Writing** - Communicates effectively in writing as appropriate for the needs of the audience.

##### Language skills

English and Japanese Business Level

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#### 会社説明