



Understanding People

Assistant HR Director / 人事副部長（ホテル）

Strategic HR leadership role

募集職種

人材紹介会社

スペシャライズドグループ株式会社

求人ID

1582077

業種

ホテル

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

更新日

2026年03月26日 01:00

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

ビジネス会話レベル

最終学歴

大学卒：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

Assistant HR Director | Hotel Industry アシスタント人事ディレクター ホテル業界

Our client, a renowned luxury hotel brand, is seeking an Assistant HR Director in Tokyo to lead the People & Culture agenda for a team of approximately 650 colleagues. This successor-track role offers the opportunity to transition into the Director of Human Resources position, providing a unique chance to shape leadership capabilities and enhance the colleague experience. Enjoy the benefits of managing a team of 7, focusing on people development, and working in a high-end hospitality environment.

Key Responsibilities:

- Lead HR strategy and business partnership initiatives
- Oversee culture and talent management programs
- Drive workforce planning and recruitment processes

- Lead learning and development initiatives
- Manage employee relations and promote workplace wellbeing
- Oversee HR operations, compliance, and risk management
- Develop and inspire the HR team
- Ensure alignment with luxury hotel brand standards
- Utilize HR analytics for decision-making

Qualifications:

- Bachelor's degree required; HR-related certification preferred
- 8–12+ years progressive HR experience
- Luxury hotel or large-scale service operation experience strongly preferred
- Strong knowledge of Japanese labor law and HR best practices
- Japanese (native/near-native) and business-level English required
- Demonstrated capability in complex employee relations and leader coaching
- Proven ability to influence senior leaders; strong stakeholder management
- Data-driven mindset; HRIS and analytics literacy
- Experience with HR software like Workday or SAP is preferred but not mandatory
- Experience in talent acquisition and workforce planning
- Experience in learning and development programs

会社説明