

【英語を活かす】人事アシスタントマネージャー/ HR Assistant Manager

世界的なホスピタリティ企業にて、人事アシスタントマネージャーの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

世界的なホスピタリティ企業

求人ID

1589690

業種

ホテル

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

休日・休暇

完全週休2日制, 土日祝日休み

更新日

2026年05月07日 00:00

応募必要条件

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

A global hospitality company is searching for an HR Assistant Manager. The chosen applicant will be managing administration, recruitment, employee relations, and compliance to ensure efficient and accurate HR processes.

An international hospitality company with multiple locations around the world and plans to expand in the Japan market.

Keywords:

人事, サポート, 接客, 事務, 外資系

Job Ref: PM3KDO

Responsibilities:

- Provide administrative support to the Human Resources Department by assisting in planning, coordinating, and implementing HR operations
- Maintain the security and proper upkeep of personnel files
- Ensure personnel records are accurate, complete, and efficiently maintained
- Handle employee and internal inquiries and complaints, ensuring timely and satisfactory resolution

- Maintain positive working relationships with employees across all levels
- Monitor key HR metrics and prepare monthly reports (turnover, sick leave, vacation)
- Ensure compliance with company policies and local regulations, including accurate reporting
- Assist in developing and implementing employee relations, benefits, compensation, and recruitment programs
- Manage recruitment processes, including job postings, screening, and coordination
- Screen applications and refer qualified candidates to department heads
- Coordinate job fairs and other recruitment initiatives
- Prepare employment offer letters and verify applicant references
- Coordinate visa and immigration processes for foreign employees
- Support employee communications and ensure timely dissemination of announcements
- Conduct new employee orientation sessions when required
- Conduct exit interviews and provide feedback to the Human Resources Manager

Requirements:

- Knowledge of statutory legislation in employee and industrial relations
- Native level Japanese; business level English

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.