



Understanding People

Assistant HR Director | Luxury Hotel HR Management 人事部アシスタント

Luxury hotel in Kyoto

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

1590988

業種

ホテル

雇用形態

正社員

勤務地

京都府

給与

経験考慮の上、応相談

更新日

2026年05月01日 03:20

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

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 | Luxury Hotel HR Management 人事部アシスタントディレクター

Our client, a luxury hotel in Kyoto and part of a renowned international chain, is seeking an Assistant Director of Human Resources to support HR operations. This role offers the opportunity to lead HR initiatives in a luxury hospitality setting, focusing on talent development and employee engagement. Benefits include the chance to build HR operations from scratch and support non-Japanese executives.

Key Responsibilities:

- Oversee HR operations ensuring compliance with policies and laws
- Lead recruitment to attract and retain top-tier hospitality professionals
- Partner with leadership to align workforce planning with business objectives
- Drive employee relations initiatives to foster a positive workplace culture
- Manage performance management processes including evaluations and development planning

- Oversee learning and development programs for employee capability enhancement

Qualifications:

- Bachelor's degree in HR, Hospitality Management, or Business Administration
- 5–8 years of HR experience, 3+ years in managerial role
- Experience in luxury hotel or upscale hospitality environment is preferred but not mandatory
- Comprehensive knowledge of HR operations, including recruitment and employee relations
- Strong understanding of labor laws and employment regulations
- Excellent communication skills in English; multilingual ability is preferred but not mandatory
- Proficiency in HRIS systems and Microsoft Office Suite
- Must speak Japanese fluently
- Experience with HR analytics tools is preferred but not mandatory

会社説明