



HR Manager

Sustainable Luxury 5-star Hotel in Tokyo

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1592571

業種

ホテル

雇用形態

正社員

勤務地

東京都 23区

給与

900万円 ~ 1100万円

更新日

2026年05月29日 10:00

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 (英語使用比率: 50%程度)

日本語レベル

流暢

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

- Develop and implement HR initiatives aligned with business goals
- Support employee relations by handling workplace concerns and improving communication between staff and management
- Assist with recruitment, hiring, and onboarding processes
- Help strengthen employee engagement, motivation, and retention initiatives
- Maintain and improve HR policies, procedures, and internal systems
- Foster a positive and inclusive work environment
- Coordinate performance review processes to support employee growth and productivity
- Ensure compliance with labor laws and company policies
- Manage employee records and documentation in accordance with legal requirements
- Provide additional administrative and HR support as needed

スキル・資格

- 2–3 years of HR experience in a supervisory or leadership role, preferably in hospitality or service industries
 - Strong interpersonal and communication skills with the ability to build positive working relationships
 - Ability to support and improve HR systems, processes, and operations
 - Experience with HR software, recruitment platforms, payroll systems, and reporting tools
 - Strong organizational and administrative skills with attention to detail
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会社説明