



## HR Manager

### 募集職種

#### 人材紹介会社

Cornerstone Recruitment Japan 株式会社

#### 求人ID

1594551

#### 業種

ホテル

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

850万円 ~ 1000万円

#### 更新日

2026年05月28日 16:54

### 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: 25%程度)

#### 日本語レベル

流暢

#### 最終学歴

専門学校卒

#### 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 strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Assist in managing the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation, and retention of team members.
- Develop and maintain overall HR strategies, systems, and procedures across the business.
- Nurture a positive and inclusive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Ensure legal compliance throughout HR management.

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## スキル・資格

- A relevant qualification in a field of study related to hospitality, HR or Business Administration.
- 2–3 years of human resources supervisory or leadership experience, ideally within a hotel or hospitality environment.
- Strong ability to effectively listen and communicate, creating a warm and helpful environment for all team members.
- Demonstrated ability to support and establish new, effective systems to meet the needs of the HR department.
- Excellent verbal and written communication skills.
- Ability to build strong relationships with internal and external stakeholders.
- Familiarity with software programs, data analysis and report formatting, recruitment systems, and payroll systems.

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## 会社説明