

Job Detail

Staff Level

Position Title	Famous brand hotel [HR/General affairs] No experience necessary/English used/Osaka
Recruiter Company	Dimple Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-26 / 2024-05-08
Job Type	General Affairs/HR/Legal - General Affairs General Affairs/HR/Legal - HR (Recruiting) General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits)
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Osaka Asia Japan Kyoto
Job Description	<p>[Human resources and labor management staff for a world-famous brand hotel]</p> <p>You will be in charge of human resources and labor management for two hotels (Osaka Honmachi and Kyoto) operated by our company.</p> <p>Specifically...</p> <p>You will start with and be in charge of labor management for the two hotels. Your main duties will be time management and payroll calculation for each hotel. This is an environment where we can provide a career plan based on your wishes regarding welfare, recruitment, and human resource development, while observing the situation.</p> <p>*Details of the job will be provided during the interview.</p>
Company Info	<p>With the industry's strongest portfolio of 31 brands and over 8,500 hotels and resorts in 138 countries and regions, we offer a variety of ways to connect, experience and expand the world. .</p> <p>Our core values are to value people above all else, pursue excellence, embrace change, act with integrity, and serve the world.</p> <p>The average age of our team is young, and we offer an environment where people can advance their careers regardless of their age, gender, or company history. We are looking for members who are willing to accept change, take on challenges, and grow together with us!</p>
Working Hours	9:00-18:00
Qualifications	<p>【Qualification requirements】 Basic PC skills (Word/Excel) Bright and energetic person</p> <p>Those with experience in hotel human resources are welcome!</p> <p>【Language skill】 English: Business level Japanese: Native level</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 5000K
Salary Description	<p>[Salary increase] Once a year (March) *1 year or more of service after the trial period ends</p> <p>【bonus】 Twice a year (June/December) *Payment based on company performance and individual evaluation</p> <p>Commuting transportation expenses (up to 40,000 yen per month)</p>

	<ul style="list-style-type: none"> • Meal allowance (10,000 yen) • Housing allowance (10,000 yen) *Limited to rental contracts in your name • Depending allowance (10,000 yen) Monthly payment amount per child • Overtime allowance • Late night allowance
Holiday Description	<p>【holiday】 105 days a year Special vacation available from the time you join the company (6 days) *Usage conditions are based on internal regulations.</p> <p>【vacation】 <ul style="list-style-type: none"> ■ Congratulatory and condolence leave ■ Paid vacation ■ Prenatal and postnatal leave ■ Nursing care leave ■ Sick leave (3 days) ■ Refresh vacation (3 days) </p>
Job Contract Period	full-time employee
Nearest Station	<ul style="list-style-type: none"> • 1 minute walk from Exit 8 of Sakaisuji Honmachi Station on the Osaka Metro Chuo Line and Sakaisuji Line • 5 minutes walk from Exit 9 of Honmachi Station on the Osaka Metro Midosuji Line, Chuo Line, and Yotsubashi Line <p>Please use exit 7 for elevators and escalators.</p>