

## Job Detail

Manager Level

Position Title	[Recruitment and Training] Manager/Foreign Hotel @Tokyo
Recruiter Company	株式会社オータパブリケーションズ
Company Name	Company name is private
Activated / Updated	2024-05-13 / 2024-05-13
Job Type	General Affairs/HR/Legal - HR (Recruiting) General Affairs/HR/Legal - Trainer (Education/Training) Hospitality Business Specialists - Hotel
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	[Business content] <ul style="list-style-type: none"><li>• Human resources recruitment</li><li>• Human resources education</li><li>• Providing human resources support</li></ul> [Background of recruitment] Due to vacancies due to retirement
Company Info	[Future business development] We have plans to open new stores nationwide. [Corporate culture] We support those who are proactive in their work. [Measures to prevent passive smoking] Smoking is prohibited inside the building.
Working Hours	8 hours of actual work between 8:00 and 20:00
Qualifications	[Requirements]  Education: University graduate  - 3+ years of experience in HR  - Knowledge of labor laws and practices  - 1-3 years of experience in HR management.  ☆- Contact center or hospitality HR experience preferred  PC skills: Microsoft Office skills (WORD, EXCEL, POWERPOINT, Outlook, etc.)  [Preferred skills]  Knowledge of HRIS systems (ADP Enterprise, Peoplesoft, etc.) - Knowledge of other HR systems (Taleo, Kronos, Oracle, etc.)  [Desired personality]  - Excellent written and verbal communication and listening skills  - Professional, self-motivated, and able to work independently -  - Demonstrated ability to creatively solve problems in a dynamic and pressured environment  - Able to think critically and make decisions with sound judgment -  - Positive, open-minded, and able to adapt to a fast-changing environment  - Highly organized and highly motivated - Able to maintain a significant level of confidentiality  - Able to travel as business requires

English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 6500K - JPY 7500K
Salary Description	[Salary] 6.5 million to 7.8 million yen Social insurance included Transportation expenses fully covered
Holiday Description	2 days off per week (Saturday, Sunday, and public holidays) Paid holidays Annual paid holidays Year-end and New Year holidays
Job Contract Period	No fixed period of employment as it is a full-time employee *Trial period 3 months
Nearest Station	Nearest station: Shinjuku