

WYNDHAM • DESTINATIONS



Human Resources Manager - Japan

Job Information

Hiring Company

[Wyndham Destinations Japan Ltd.](#)

Subsidiary

Travel and Leisure Japan

Job ID

1456510

Industry

Tourism

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Hanzomon Line, Kudanshita Station

Salary

10 million yen ~ 12 million yen

Refreshed

July 7th, 2025 11:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

HR Strategic Objectives

1. **Employee Experience** - Cultivate a culture of engagement by partnering with the Customer Experience team to focusing on the Employee Experience.
2. **Safety & Wellness** – Further activating a proactive safety and wellness agenda by refining our BeWell Offerings, systems implementations and focusing on improving WH&S compliance across the region.

3. **Diversity & Inclusion** – Embed a more diverse and inclusive workplace by developing strategic partnerships with the community and refining key policies and procedures that promote Diversity & Inclusion in our workplace.
4. **Recruitment, Training & Development** – Attract, retain and develop the best possible talent for the business by reinventing our EVP Proposal, enhancing our talent acquisition practices, elevating our learning offerings and re-engineering our talent development processes.
5. **HR Team Brand** – Repositioning and rebranding our HR Function to strengthen our business partnering reach and perception across the business.

Key Tasks

- Lead and manage the performance outcomes of the HR team to ensure a high standard of service delivery and expectations of the business is achieved.
- Assist the Human Resources Director with the internal HR succession plan through taking an active and leading role in the development of the team. Provide leadership, coaching and mentoring to the HR team.
- Partner with Human Resources Director in creating and adhering to HR Business and Strategic Plan and Budget.
- Analyse HRIS and HR Dashboard data and use this information to support key stakeholders in their pursuit of operational excellence and strategic planning.
- Partner with the Senior Leadership Team to understand and support effective people practices in the achievement of divisional goals.
- Manage staffing requisitions for management level roles and above. Collaborate with the Executive team through the recruitment process for managers to ensure best practice and desired recruitment outcomes.
- Lead the implementation of Talent Development initiatives, succession and workforce planning strategies within the business.
- Partner with the L&D team to implement L&D strategy around induction, employee performance, development and education. Lead and facilitate management training as and when required.
- Lead and/or oversee the facilitation of all internal investigations conducted by the HR team regarding grievances, disciplinary investigations and terminations whilst maintaining procedural fairness.
- Develop and plan appropriate strategies regarding workplace and employment agreements that best meet the needs of the business.
- Provide advice to managers on employment law and coach them on Company policy and procedures.
- Keep abreast of emerging IR trends and issues relevant to the Company and plan strategies to ensure smooth implementation of required changes.

Occupational Health and Safety

- In conjunction with OH&S Manager, communicate, consult, coach and influence client group to proactively manage health and safety risks.
- Employees must ensure they comply with WDAP's OH&S Policy, procedures and any reasonable instruction given by WDAP.
- Employees must not wilfully place at risk the health and safety of themselves or any other person in the workplace and to not wilfully or recklessly interfere with or misuse anything provided for health and safety.

Key Performance Indicators

- Employee Engagement Survey Results exceed previous results
- Reduce negative employee turnover
- Achieving Wyndham Human Resources Objectives
- HR Dashboard
- OH&S Number of Injuries

Required Skills

- Experience in human resources and labor affairs in a labor-intensive service industry (experience in the hotel industry is especially welcomed)
 - Experience in a foreign-affiliated company
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Company Description