



Human Resources Manager - Japan

Job Information

Hiring Company

[Wyndham Destinations Japan Ltd.](#)

Subsidiary

Wyndham Destinations Japan

Job ID

1456510

Industry

Tourism

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Hanzomon Line, Kudanshita Station

Salary

8 million yen ~ 8.5 million yen

Refreshed

June 26th, 2024 01:00

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

We Put the World on Vacation

At Travel + Leisure Co., our mission is simple: to put the world on vacation. Our vacation ownership brands, Club Wyndham, Worldmark, Margaritaville Vacation Club, and Shell Vacations Club, include more than 245 vacation club resort locations across the globe. Innovation and growth keep our work interesting and fun. Every day is a chance to learn something new and turn vacation inspiration into exceptional experiences for millions of travelers worldwide.

Are you ready to help put the world back on vacation?!

This role provides a rare opportunity for an experienced, highly skilled, and engaging **Human Resources Manager** to join our APAC team! Based out of our Tokyo office this role will help lead our Japanese operations in achieving its vision, mission, and strategic goals during a time of exciting growth.

Reporting into the HR Director, Asia, the successful candidate will have a strong skillset in building the capability of leaders and employees, and holds a successful track record of designing, developing and executing innovative people and culture strategies, to maximise the potential and ongoing success across the business.

By partnering with the Senior Leadership Team, this person will have a strong focus on recruiting and retaining top talent into the business and will assist with implementing the L&D strategy around induction, employee performance, development and education.

To be successful in the role you will demonstrate the following:

- Strong experience in leading, developing, influencing, and embedding a positive workplace culture, with proven ability to flex between strategic and operational requirements.
- Leadership skills and proven success in influencing Senior Leadership teams and organisation-wide HR initiatives and workplace change, in a multi-national setting.
- Strong focus on customer experience and delivering high quality customised solutions to meet the varying needs and requirements across the organisation.
- Sound knowledge of relevant local workplace legal frameworks.
- Proven experience in executing workforce planning and mobility needs to optimise capability and performance.
- Business level fluency in Japanese & English.

Main work :

- Recruitment
- Implementation of parent company programs for domestic employees, such as training programs
- Operation and management of attendance management system (King of Time)
- Payroll calculation (kyuyo Bugyo) (*1) (*2)
- Labor cost data processing (Kanjo Bugyo) (*1)
- Arrangements for intermittent work and special exceptions to reduced minimum wages
- Various labor operations, such as compliance with labor laws and regulations and handling of labor problems
- Basic business legal work, such as responding to corporate law and providing primary legal advice (*2)
- Other various general affairs duties

(*1) Although the Finance Department oversees payroll-related operations, the HR Department should also have an understanding of these operations.

(*2) You will be required to promote business operations in cooperation with specialists such as labor law firms and attorneys.

2022 Winner - Best company over 250 employees as awarded by Perspective Magazine. Considered one of the highest honors in the hospitality industry, the Perspective Magazine Awards recognizes companies for their achievements within the vacation ownership industry over the past year.

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

Company Description