



ADV TITLE: 2016-2017 Full time / Year-Round Positions

Company: Made in Hokkaido (M.i.H)
Location: Niseko United, Hirafu
Industry: Tourism / Hospitality
Function: Human Resource management
Work type: Contract / Management
Salary: Salary and bonus package is negotiable according to experience and performance.

Position

The position is for a human resource manager for a new and rapidly expanding hospitality consulting company.

The role will focus on spearheading a large scale staff recruitment drive for several restaurants operated by Made in Hokkaido but will also encompass the usual duties of a HR manager.

Duties and Responsibilities

- Facilitate the recruitment of staff for several restaurants under Made in Hokkaido's management
- Handle payroll
- Time and attendance
- Performance appraisal
- Benefits administration
- HR management information system
- Recruiting/Learning management
- Performance record
- Employee self-service
- Scheduling
- Absence management
- Analytics
- Grievance handling

Required Skills

- High level English and Japanese language fluency
- Conversational level Italian or Spanish an advantage
- Excellent communication and interpersonal skills
- A high level of computer literacy
- Advanced skills in Word and Excel.

Contracts, Salary and Benefits

- The initial offer is for a one-year contract, further extensions to the agreement are negotiable.
- Existing experience will influence the remuneration package, we also offer generous performance based bonuses.

Requirements:

- Qualifications: A university degree or equivalent level in a Management Education system is mandatory for this position.
- Work Experience: candidates with at least 5 years working experience in a similar position or related field will be given priority, however less experienced people with the necessary skill set are encouraged to apply.
- A valid Japanese or international driver's license.

The successful candidate will need to be able to cope with varied, fast paced activities and coordinate multiple tasks while ensuring consistency, dependability and timeliness. We need our team members to meet deadlines while maintaining high standards in all aspects of their work and to always strive to go above and beyond what is required.

About Us

Made in Hokkaido is a hospitality consulting company that not only creates, retails and wholesales high end cuisine created from Hokkaido's world famous produce but also provides creative solutions to meet the needs of any new or established hospitality client.

Contact

To apply please send your current resume, a covering letter and photo to:
careers@madeinhokkaido.co.jp