Job Detail

Position Title	[Using English/Full-time employee] Hotel front staff, no night shifts @Tokyo ★Inexperienced welcome★
Recruiter Company	YAMAGATA Corporation
Company Name	Company name is private
Activated / Updated	2024-04-25 / 2024-04-25
Job Type	Hospitality Business Specialists - Hotel Hospitality Business Specialists - Amusement/Entertainment Facility Other Job Type - New Graduate & Entry Level
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	This position is in charge of executing the following activities both in Japanese and in English: + Customer service + Check-in/Check-out + Reservations (including via phone) + Information desk (about the hotel itself, the surrounding area, etc.) + Data entry management + Handling complaints, etc.
Company Info	No smoking indoors
Working Hours	Shift system, including weekends 7：00〜16：00／9：00〜18：00／13：00〜22：00　*No night shifts
Qualifications	+ Japanese native level - business level + English native level – business level + Word, Excel, PC basic operations + Work experience in Japan (including part time experience during studies) + Customer service or related experience dealing with directly with customers (including part time experience during studies)
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	None
Salary	JPY - Japanese Yen JPY 3000K - JPY 3500K
Salary Description	Estimated annual income at start: Starting from 3.22 million yen Starting from 230,000 yen (base salary 200,000 yen + shift allowance 30,000 yen) Overtime pay: paid separately Bonus: twice a year There is an opportunity for a raise if recognized in the annual evaluation. Rent subsidy: Conditions such as a rental contract in the person's name are required, up to 20,000 yen *After joining the company, check the regulations and apply. Commuting allowance paid separately, monthly maximum 40,000 yen
Holiday Description	2 days off per week, 117 annual holidays