

## Job Detail

Staff Level

Position Title	◇ Inexperienced welcome ◇ Hotel front desk staff ★
Company Name	Park Hotel Tokyo
Activated / Updated	2024-05-01 / 2024-05-01
Job Type	Hospitality Business Specialists - Hotel
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	<p>[job description]</p> <p>You will be involved in lobby service, front desk operations such as check-in and check-out, and information desk operations such as providing tourist information to the tourist who stay in the hotel.</p> <p>At our hotel, we do not divide the work of "reception, bell, and guest room" so that all the staff of the accommodation department can learn all kinds of relevant skills.</p> <p>*There are many customers from overseas, and also many foreign staff are active!</p>
Company Info	<p>Park Hotel Tokyo provides a space and place where you can feel and enjoy the beauty, delicacy, and strength of Japanese culture and art by creating a space and time where you can experience Japanese aesthetics that incorporates art.</p> <p>has created In this project, we have prepared contents that allow you to feel closer to "art" and actually experience it. Enjoy art-mediated hospitality unique to Park Hotel Tokyo and a refreshing art experience in an extraordinary space.</p> <p>[Measures to prevent passive smoking]</p> <p>There is a separate smoking area within the hotel, and also we have smoking rooms</p>
Working Hours	<ul style="list-style-type: none"> <li>• According to the shift (2 days off per week)</li> <li>• 8 hours of actual work, 1 hour break</li> <li>• There is a night shift (2 days a round / 5 to 10 times a month)</li> </ul> <p>*Monthly average overtime work: less than 10 hours</p> <p>&lt;Shift example&gt; 8:00-17:00, 15:00-9:00, etc.</p>
Qualifications	<p>[Requirement]</p> <ul style="list-style-type: none"> <li>• Inexperienced welcome</li> <li>• Preferential treatment for those with experience in front desk work</li> <li>• Already graduated and second new graduates welcome</li> </ul> <p>[People we want]</p> <ul style="list-style-type: none"> <li>• People who are in hospitality-minded</li> <li>• Those who want to use their English skills</li> </ul> <p>*We have many customers from overseas and many staff members of foreign nationality.</p> <p>Even if you don't have confidence in English, it's okay if you are not afraid to try it!</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4500K
	<p>* Determined by experience and skill</p> <p>* There is no fixed overtime pay system.</p> <p>* Various allowances will be paid based on the situation.</p> <p>◆Salary increase/Bonus</p> <ul style="list-style-type: none"> <li>• Salary revision: Once a year (at the time of contract renewal)</li> </ul>

Salary Description	<p>* When the contract is renewed once a year, 2 months of monthly salary (contract expiry fee) will be paid.</p> <p>◆ Allowances</p> <ul style="list-style-type: none"> <li>• Overtime pay: Paid as required by law</li> <li>• Commutation allowance: Full payment of actual expenses</li> </ul> <p>*Legal allowances will be paid as prescribed.</p> <p>◆ Example of annual income Estimated annual income for the first year 2.8 million to 4.2 million yen</p> <p>◆ Treatment/Benefits Full social insurance (employment, industrial accident, health, welfare pension), Full-time employment registration system, Property accumulation savings, Meal allowance(155 yen per work), Uniform rental, Contract expiry fee (paid for 2 months of monthly salary), Various club activities</p>
Holiday Description	<p>Holidays: 9 days a month (108 days off per year)</p> <p>Leave: Paid leave, nursing care leave, nursing leave, maternity leave, childcare leave, special leave (2 days a year)</p>
Job Contract Period	<p>Contract employee Trial period: 2 months (treatment and conditions remain unchanged) Contract period 1 year (renewal in principle)</p>
Nearest Station	<p>1 minute walk from Shiodome Station on the Toei Oedo Line and Yurikamome Line About 7 minutes on foot from JR, Tokyo Metro, Toei Subway "Shimbashi Station"</p>