

Job Detail

Staff Level

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| Position Title | GC&E Sales Executive (Sales Coordinator) / InterContinental, a luxury hotel brand operating worldwide |
| Company Name | The Strings Hotel Tokyo Intercontinental |
| Activated / Updated | 2024-05-02 / 2024-05-08 |
| Job Type | Administrative - Sales Assistant/Clerical/Receptionist Sales/AE - Other Hospitality Business Specialists - Other |
| Industry | Tourism/Hotels, Lodging/Restaurant, Food Services |
| Location | Asia Japan Tokyo |
| Job Description | <p>Recruitment information Sales department Sales position for two hotels: The Strings Hotel Tokyo InterContinental and Kimpton Shinjuku Tokyo</p> <p>Job content</p> <ul style="list-style-type: none">- Internal coordination work within the sales department- Responding to and selling inquiries and reservations from clients regarding accommodation, banquets, and restaurants- Creating banquet arrangements and banquet coordination.- Handling inquiries from external customers (email, phone)- Arranging showrooms- Inventory management of filing, brochures, and other sales materials and office supplies- Collaboration with the food and beverage department- Various procedures and collaboration with the accounting department |
| Company Info | <p>The Strings Hotel Tokyo InterContinental is located in vibrant Shinagawa, an island of tranquility within the busy business district. InterContinental, a luxury hotel brand that operates all over the world, offers high-quality, discreet service. Directly connected to the Konan Exit of JR Shinagawa Station, which serves as the gateway to the south of Tokyo, the property is conveniently located just a 1-minute walk away and can be accessed without getting wet in the rain. It has good access to Shinjuku, Ginza, Shibuya, as well as places that convey Tokyo's lifestyle and culture such as Tsukiji and Odaiba, and is also convenient for traveling to Japan's leading tourist destinations such as Kyoto, Osaka, and Kobe by Shinkansen. It's a great location.</p> |
| Working Hours | 9:00-18:00 (8 hours of actual work) *However, modified work shifts may apply. |
| Qualifications | <p>【Qualification requirements】</p> <ul style="list-style-type: none">• PC skills required• English skills• Over 1 year of work experience• Final educational background: High school graduate <p>[Work visa]: Work permit in Japan is required</p> <p>Documents to bring to the interview: Commercially available resume/work history (fill in work history in chronological order)</p> |
| English Level | Daily Conversation Level (TOEIC 475-730) |
| Japanese Level | Fluent(JLPT Level 1 or N1) |
| Salary | JPY - Japanese Yen JPY 2500K - JPY 4000K |
| | <p>Salary system Monthly salary 200,000 to 280,000 yen Preferential treatment depending on experience Trial period available</p> |

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| Salary Description | <p>Full transportation expenses paid Bonus available Salary increase available</p> <p>Welfare benefits/allowances Salary (taking into account experience and previous job salary), full social insurance, overtime/late night work allowance, meal allowance (6000 yen), group accommodation benefits</p> |
| Holiday Description | <p>Holidays/Vacation Annual public holidays 110 days No night shift Overtime work available Employee cafeteria available, meals not provided No dormitory</p> |
| Job Contract Period | [Employment type]: Full-time employee |
| Nearest Station | <p>5 minutes walk from JR Shinagawa Station 7 minutes walk from Keikyu Shinagawa Station</p> |