

Job Detail

Staff Level

Position Title	[InterContinental, a luxury hotel brand with locations around the world] [Full-time employee/general manager's secretary] Utilize your English skills and secretarial experienceJ◇110 days of public holidays per year◇
Company Name	The Strings Hotel Tokyo Intercontinental
Activated / Updated	2024-05-02 / 2024-05-08
Job Type	Administrative - Secretary Hospitality Business Specialists - Hotel Administrative - Other
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	◇Job Description◇ <ul style="list-style-type: none"> - Supervise all aspects of secretarial work at the hotel - Comprehensive secretarial work for the executive office - Direct reporting and communication to the general manager regarding all matters of management and operation - Schedule management, support work, and document creation for the general manager and deputy general manager - Answering the phone, responding to emails, interpretation and translation, creating minutes, etc. - Support work for the operations department - Other associated work
Company Info	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.
Working Hours	Weekdays 9:00-18:00 Actual working hours 8 hours *Overtime work: Average of 5 hours or less per month
Qualifications	◇Qualifications (all required)◇ <ul style="list-style-type: none"> ▪ Secretarial experience ▪ Hotel experience ▪ English conversation skills (TOEIC 800 or above) ▪ Basic PC skills ▪ Over 3 years of work experience ▪ Experience interpreting and translating in English and Japanese ▪ Long-term employment available ▪ Highest level of education: High school graduate ▪ Work visa: Permission to work in Japan is required
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3500K Over
Salary Description	Monthly salary 300,000 yen ~ *Preferential treatment depending on experience ■Overtime/late night work allowance paid

	■ Bonus available ■ Salary increase available
Holiday Description	110 days of public holidays per year
Job Contract Period	full-time employee No fixed period of employment
Nearest Station	5 minutes walk from JR Shinagawa Station 7 minutes walk from Keikyu Shinagawa Station

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