

## Job Detail

Staff Level

Position Title	[English speaking/No experience required] ◆ Luxury apartment in Minato Ward ◆ Reception/Concierge
Recruiter Company	Dimple Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-26 / 2024-05-08
Job Type	Hospitality Business Specialists - Concierge Hospitality Business Specialists - Reservations Management Hospitality Business Specialists - Hotel
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo
Job Description	<p>&lt;Luxury Residence&gt; Front desk operations/English usage</p> <p>You will be in charge of front desk and concierge duties at a luxury residence.</p> <p>■Concierge work Tailored to each customer's individual needs We will prepare the service for you. for example...</p> <ul style="list-style-type: none"><li>• Bilingual service</li><li>• Taxi dispatch</li><li>• Receiving packages when the customer is absent</li><li>• Transfer to cleaning company</li><li>• Restaurant reservation</li><li>• Support for moving in and out</li></ul> <p>Such</p> <p>■Response to indoor problems Regarding defects in indoor electrical appliances and equipment, etc. If you contact us, we will make arrangements for repair. Specialized repairs are performed by staff from another department or Please rest assured that we will rely on an external partner company.</p> <p>■Clerical work</p> <ul style="list-style-type: none"><li>• Record request details and front staff responses as data</li><li>• Create invoices for cleaning, delivery, etc.</li></ul> <p>*In addition to standing work, there is also a lot of office work that must be done while sitting. *Please rest assured that this is not a complicated administrative process.</p> <p>■Customer interaction event Christmas, Halloween, etc. We hold social gatherings and parties according to seasonal events. We will make preparations such as decorating the residence.</p> <p>We have dedicated night shift staff, so This job will only be available for day shifts.</p> <p>By supporting the daily lives of executive residents You will learn how to provide hospitality.</p> <p>*Details of the job offer will be provided at the time of interview.</p>
Company Info	Countermeasures against passive smoking: No smoking indoors
Working Hours	<p>[Working days] Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, holidays Shift system including Saturdays, Sundays, and holidays *5 days a week</p> <p>【Working hours】 Shift system between 8:00 and 21:00 Actual working time 7 hours 45 minutes, break 60 minutes</p>

	Shift example) 8:00-16:45 12:15-21:00  *There may be slight changes depending on the work location. *We have staff exclusively for night shifts, so this job will only be available for day shifts.
Qualifications	[Required conditions for application] • Those who have English proficiency at a daily conversation level (TOEIC score of 700 or higher is recommended) • Those who can perform input work using the system on a PC  <Preferential treatment> Those with experience in the hospitality industry
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 5000K
Salary Description	Annual income: 2.7 million yen to 5 million yen Monthly salary: 208,000 yen ~ 364,000 yen  *Determined based on experience and ability.  <Monthly salary breakdown> Basic salary: 194,000 yen to 350,000 yen Meal allowance: 14,000 yen *Various types of overtime allowance etc. are available separately.  Trial period: Yes (3 months) *No change in treatment during the trial period
Holiday Description	<108 days off per year> ◆ Shift system with 2 days off per week ◆ Annual paid vacation (10 days in the first year) ◆ Congratulatory and condolence leave ◆ Special vacation
Nearest Station	Working area Around Roppongi/Haneda Airport (Minato Ward, Shinagawa Ward, Ota Ward)  nearest station 4 minutes walk from Tokyo Metro Akasaka Station 5 minutes walk from Tokyo Metro "Tameike-Sanno Station" 13 minutes walk from Tokyo Metro "Kojijijijimae Station"