

Job Detail

Entries Level

Position Title	[Luxury condominium concierge] This is a job where you can make use of your English skills♪
Recruiter Company	OPEN LOOP PARTNERS, INC.
Company Name	Company name is private
Activated / Updated	2024-03-25 / 2024-03-25
Job Type	Hospitality Business Specialists - Concierge Hospitality Business Specialists - Hotel Administrative - Sales Assistant/Clerical/Receptionist
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo
Job Description	<p>[Business description]</p> <ul style="list-style-type: none">• Customer support at the front desk• Support for moving in / out• Responding to various inquiries• Data entry to the system and form creation• Various arrangements (cleaning, mail, inspection / cleaning adjustment, etc.) <p>We provide warm service to residents of the residence.</p> <p>We will also handle VIP support.</p>
Company Info	[Measures to prevent second-hand smoke] Indoor smoking
Working Hours	Shift system between 8:00 and 21:00 7 hours and 45 minutes of actual work per day (1 hour break)
Qualifications	<ul style="list-style-type: none">◆ Those who can communicate in English and those who want to challenge (TOEIC 600 points or more)◆ PC skills (input to the system, etc.)◆ Preferential treatment for those who have experience in the hospitality industry <p>Even inexperienced people will be fully supported. First, please apply.</p> <p>* Please contact us if you would like to work part-time.</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 2500K - JPY 4000K
Holiday Description	Public holidays: 9 days a month (108 days a year) Paid leave: 10 days in the first year (depending on the month of joining the company) In addition, condolence leave, prenatal childcare / nursing leave, etc.
Job Contract Period	full-time employee (Part-time part-time consultation)
Nearest Station	Roppongi, Toranomon