

## Job Detail

Entries Level

Position Title	[English] Hotel front desk/major/no night shifts! /Stylish apartment hotel/Full-time employee @ Tokyo
Recruiter Company	GLOBALPOWER Inc. / 株式会社グローバルパワー
Company Name	Company name is private
Activated / Updated	2024-05-22 / 2024-05-31
Job Type	Hospitality Business Specialists - Hotel
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	<p>[Business content] At the time of joining: &lt;Front staff duties at an apartment hotel&gt;</p> <ul style="list-style-type: none"><li>• Check-in &amp; check-out operations</li><li>• Reservation work (including telephone response)</li><li>• Information work (interior guidance, etc.)</li><li>• Hotel system input management work</li><li>• Various intermediaries, various guidance, complaint handling</li><li>• Customer service, carrying luggage for guests, porter work, etc.</li></ul> <p>*During busy periods, we may ask you to help with indoor cleaning.</p> <p>[About the hotel] • Concept: "Stay like you live" while traveling • A completely new type of apartment hotel born in Japan • The guest room has a dining room, living room, and mini kitchen. • Japanese-style, Japanese-style interior • Customers are mainly Japanese people, foreigners living in Japan, and families/groups visiting Japan from overseas. When dealing with overseas customers, please use English or their native language. • This is an apartment hotel with a new concept.</p> <p>Scope of change: General business of our company</p> <p>[Recruitment background] Filling of vacancy (previous person retired)</p> <p>[Attractive points] ☆I am a front desk staff member at a hotel where my language skills can be put to good use! ☆Even though I work at a hotel, there is no night shift! ☆Would you like to take advantage of your language, communication, and management skills?</p>
Company Info	<p>■Management of apartment hotels, etc.</p> <p>Based on the concept of "stay as if you were living there," we will create a new type of accommodation that is different from conventional hotels in anticipation of a further increase in the number of inbound tourists. Would you like to create new value in the lodging industry with our company, which has continued to provide a comfortable daily life and has received high praise? Accommodation areas will be limited to favorable locations from the visitor's perspective, and tourism and lifestyle information will be provided to families and groups, who are the main target, during their stay.</p> <p>■Smoking status in the office: No smoking in the office (smoking allowed outside) ■Established: 2017 ■Capital: 10 million yen or more and less than 100 million yen ■Number of employees: 11 to 100 people ■Number of foreign employees: Multiple</p>

Working Hours	<ul style="list-style-type: none"> <li>• 5 shifts per week</li> <li>• No night shift</li> <li>• 3 shifts (early shift/7:00-16:00, middle shift/9:00-18:00, late shift/13:00-22:00)</li> <li>• Break: 1 hour</li> <li>• Overtime: Yes (about 10 hours/month)</li> </ul>
Qualifications	<p><b>【Prerequisite】</b></p> <ul style="list-style-type: none"> <li>• Person with work experience (regardless of home country/Japan)</li> <li>• Those with more than 1 year of customer service experience (can be in a field other than the hotel industry)</li> <li>• Those who can perform basic operations on a PC (including Excel and Word)</li> </ul> <p><b>[Welcome conditions]</b></p> <ul style="list-style-type: none"> <li>• Those who have experience in the hotel industry</li> </ul> <p><b>[Ideal person image]</b></p> <ul style="list-style-type: none"> <li>• Those who want to provide services/experiences that will make many customers want to stay at this hotel again.</li> <li>• Those who want to advance their career in the future and want to lead the hotel as a candidate for the next generation of hotel managers.</li> <li>• People who can create something from scratch and actively promote business improvement proposals</li> <li>• Those who can carry out work responsibly</li> </ul>
English Level	Fluent (TOEIC 865-)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3000K - JPY 3500K
Salary Description	<p>monthly salary system Annual income: 3.22 million to 3.5 million yen</p> <ul style="list-style-type: none"> <li>• Monthly salary: 230,000 yen</li> <li>• Basic salary: 200,000 yen</li> <li>• Shift allowance: 30,000 yen</li> <li>• Overtime pay is calculated in 1-minute increments.</li> <li>• Salary increase: Yes</li> <li>• Bonus: Yes</li> <li>• Transportation expenses: Up to 40,000 yen will be paid</li> </ul> <p>■Welfare benefits</p> <ul style="list-style-type: none"> <li>• Rent subsidy (20,000 yen, conditions apply)</li> <li>• Complete social insurance</li> </ul>
Holiday Description	<ul style="list-style-type: none"> <li>• Holidays: Determined by shift</li> <li>• Vacation: refreshment leave, condolence leave, paid leave, maternity/childcare leave, nursing care leave</li> <li>• Annual holidays: 117 days</li> </ul> <p>&lt;Vacation supplement&gt;</p> <ul style="list-style-type: none"> <li>• Refreshment vacation: You can take a long vacation of 5 consecutive days every 2 years of service.</li> <li>• Paid vacation: Maximum of 10 days granted upon joining, maximum number of days granted is 20 days</li> </ul>
Job Contract Period	Full-time employee, trial period 6 months (same treatment)
Nearest Station	<p>Most of the areas in Tokyo are along the Yamanote Line, and all of them are characterized by easy access.</p> <p>*Work location may change in the future. Details will be provided during the interview.</p>