

## Job Detail

Staff Level

Position Title	Hotel front desk staff <Okinawa Miyakojima>
Recruiter Company	Global Trust Networks Co.,Ltd./株式会社グローバルトラストネットワークス
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-27
Job Type	Hospitality Business Specialists - Hotel
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Okinawa
Job Description	<p>General hotel front operations</p> <ul style="list-style-type: none"><li>• Telephone and visitor support</li><li>• Room reservation management (computer data entry)</li><li>• Check-in/check-out procedures</li><li>• Various information</li><li>• Document creation (using Word, Excel)</li><li>• Inside check, etc.</li></ul> <p>*Help from other departments may be available depending on the situation (restaurant, guest room cleaning, etc.)</p>
Company Info	108-room hotel
Working Hours	<p>shift work</p> <p>(1) 7:00-16:00 (2) 8:00-17:00 (3) 13:00-22:00 (4) 14:00-23:00</p> <p>Each break time: 60 minutes</p>
English Level	None
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 2000K Over
Salary Description	<p>Monthly salary: 171,000 Estimated annual income: 2,052,000~</p> <ul style="list-style-type: none"><li>• There is a trial period of 3 months (hourly wage of 950 yen during the trial period)</li></ul> <p>Welfare</p> <p>*Commuting allowance: Actual expenses paid (up to 3,500 yen/month) *Overtime allowance *Late night surcharge (22:00-5:00)</p> <p>Salary increase: Once a year 13,000 yen to 20,000 yen per month (previous year results) Bonuses available: Twice a year, 316,000 yen to 440,000 yen (previous year results)</p>