

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">• Telephone and visitor support• Room reservation management (computer data entry)• Check-in/check-out procedures• Various information• Document creation (using Word, Excel)• Inside check, etc. <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</p> <p>(2) 8:00-17:00</p> <p>(3) 13:00-22:00</p> <p>(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</p> <p>Estimated annual income: 2,052,000~</p> <ul style="list-style-type: none">• There is a trial period of 3 months (hourly wage of 950 yen during the trial period) <p>Welfare</p> <p>*Commuting allowance: Actual expenses paid (up to 3,500 yen/month)</p> <p>*Overtime allowance</p> <p>*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)</p> <p>Bonuses available: Twice a year, 316,000 yen to 440,000 yen (previous year results)</p>