

Job Detail

Staff Level

Position Title	Recruiting hotel staff - Urban hotels nationwide
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	2024-04-17 / 2024-04-17
Job Type	Hospitality Business Specialists - Hotel
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Kanagawa Asia Japan Nagano
Job Description	<p>Front desk operations</p> <ul style="list-style-type: none">- Check-in and check-out procedures- Creation of accommodation plans and reservation management <p>Characteristics of the job</p> <p>-How can a hotel that emphasizes its unique value of allowing long-term stays provide deep customer service to customers in the short check-in and check-out period? This is a workplace where you can hone a wide range of skills by being responsible for everything from customer service to administrative work in an environment that can be considered the essence of the service industry.</p> <p>[Details of work to be entrusted to you]</p> <p>=====</p> <ul style="list-style-type: none">■ Reception and confirmation of accommodation reservations■ Check-in/out support■ Response to various inquiries■ Clerical work using PC■ Creating an accommodation plan■ Inspection and management of guest rooms, etc. <p><Example of daily schedule></p> <p>▼ 9:30 Start of work</p> <p>▼ 10:00 Preparation for check-out/cleaning up/checking for left behind items</p> <p>▼ 11:00 Break</p> <p>-----</p> <p>▼ 12:00 Room check/cleaning confirmation</p> <p>▼ 13:00 Preparation for check-in</p> <p>▼ 15:00 Check-in begins</p> <p>▼ 17:00 Room check</p> <p>▼ 18:30 Business handover</p>
Company Info	Even if you have no experience, you can grow if you have an attitude of working hard and learning. Use English at work.
Working Hours	Mixed day shift and night shift work between 9:30 and 10:00 the next day (1 hour break)
Qualifications	<p><Required></p> <p>Japanese business level or higher</p> <p>English business level or above</p> <p>[No experience required, no educational background required] We welcome those who are interested in the hotel management industry and want to take on the challenge.</p> <p>[We welcome those who apply to any of the following!]</p> <ul style="list-style-type: none">■ Those who want to be active in their hometown for a long time■ Those who are interested in customer service■ People who want to utilize their ideas and thoughts in their work■ Those who want to work in a stable company■ People who want to improve their skills with an eye on the future■ Those who want to utilize their English skills <p>Many people who are new to the hotel industry are also active. After joining the</p>

	company, we provide an environment where you can learn from the basics to world-class customer service skills!
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K
Salary Description	<p>Monthly salary 210,400 yen to 286,400 yen *Monthly salary will be determined based on your final educational background and experience. Welfare</p> <p><Additional allowances/incentives></p> <ul style="list-style-type: none"> ■Early work overtime allowance *Payable in 1 minute increments ■Late night supplementary allowance ■Holiday work allowance ■Commuting allowance *Payment based on company regulations
Holiday Description	Paid Holidays