

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	2024-08-23 / 2024-08-23
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	<p>Even if you have no experience, you can grow if you have an attitude of working hard and learning.</p> <p>Use English at work.</p>
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> <p>■Early work overtime allowance *Payable in 1 minute increments ■Late night supplementary allowance ■Holiday work allowance ■Commuting allowance *Payment based on company regulations</p>
Holiday Description	Paid Holidays