

## Job Detail

Entries Level

Position Title	[Luxury Residence Concierge/Tokyo] Actively bilingual ♪ Active in 20s to 30s ♪
Recruiter Company	OPEN LOOP PARTNERS, INC.
Company Name	Company name is private
Activated / Updated	2024-03-25 / 2024-03-25
Job Type	Hospitality Business Specialists - Concierge Hospitality Business Specialists - Hotel Hospitality Business Specialists - Other
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo
Job Description	<p>[Business content]</p> <ul style="list-style-type: none"><li>• Customer service at the front desk</li><li>• Moving in/moving out support</li><li>• Response to various inquiries</li><li>• Entering data into the system and creating forms</li><li>• Various arrangement work (cleaning, mail, inspection/cleaning coordination, etc.)</li></ul> <p>You will be working at a luxury residence in Minato Ward♪ Since most of the residents are foreigners, it is essential to be able to speak English. We will also handle VIP correspondence, so those with customer service experience are welcome!(^^)!</p> <p>If you are returning from studying abroad or working holiday, and are confident in your English skills, please apply!</p>
Company Info	[Measures to prevent second-hand smoke] Indoor smoking
Working Hours	Shift system between 8:00 and 21:00 7 hours and 45 minutes of actual work per day (1 hour break)
Qualifications	<ul style="list-style-type: none"><li>◆Those who can communicate in English and those who want to take on the challenge. (TOEIC 600 points or more)</li><li>◆PC skills (input to the system, etc.)</li><li>◆Preference will be given to those with experience in the hospitality industry</li></ul> <p>We will provide full support even for those with no experience. Please apply!(^^)!</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 2500K - JPY 4000K
Salary Description	Fully equipped with social insurance Full transportation allowance Sports Facilities
Holiday Description	Public holidays: 9 days a month (108 days a year) Paid leave: 10 days in the first year (depending on the month of joining the company) In addition, condolence leave, prenatal childcare / nursing leave, etc.
Job Contract Period	full-time employee (Part-time part-time consultation)

Nearest Station	Toranomon
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