

## Job Detail

Staff Level

|                     |  |
|---------------------|--|
| Position Title      | @Akasaka: Front staff (full-time employee)★120 days off per year★Preferential treatment for those with customer service/sales experience! ★  |
| 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 - Hotel<br>Hospitality Business Specialists - Concierge<br>Hospitality Business Specialists - Reservations Management   |
| Industry            |  |
| Location            | Asia Japan Tokyo   |
| Job Description     | <p>You will be working with a hotel group that operates a variety of hotels, including lodging-based, resort-type, and full-service hotels.</p> <p>This is a front desk staff job at our hotel in Akasaka. Please follow the check-in and check-out procedures for guests staying at the hotel.</p> <p>You will also be patrolling the building, answering the phone, taking reservations over the phone and the internet, and operating PCs.</p> <p>We are used by many overseas customers and welcome those who can speak English.</p> |
| Company Info        | <p>A hotel chain with more than 140 buildings nationwide. Our company has succeeded in turning a number of hotels into the black by making use of the hotel management know-how that we have cultivated over the years.</p> <p>We are a rapidly growing hotel company with many new hotel openings planned for the future.</p>   |
| Working Hours       | <p>[Shift example]</p> <p>7:00~16:00<br/>8:00~17:00<br/>13:00~22:00<br/>16:00~25:00<br/>22:00-7:00 etc.</p>  |
| Qualifications      | <ul style="list-style-type: none"> <li>◆Complete social insurance</li> <li>◆Scholarship repayment support system (with regulations)</li> <li>◆Uniform rental</li> <li>◆Health checkup</li> <li>◆Congratulations and condolence money</li> <li>◆Childcare shortened working hours system</li> <li>◆Nursing care shortened working hours system</li> <li>◆Qualification acquisition support system</li> <li>◆Employee discount system, etc.</li> <li>◆Support for transferees</li> </ul>   |
| English Level       | Daily Conversation Level (TOEIC 475-730)   |
| Japanese Level      | Fluent(JLPT Level 1 or N1)   |
| Chinese Level       | Fluent   |
| Salary              | JPY - Japanese Yen JPY 3500K - JPY 4500K   |
| Salary Description  | <p>Monthly salary 200,000 yen to 420,000 yen</p> <p>*Considering experience and ability</p> <p>*Considering age, experience, and previous salary</p> <p>*Trial period: 3 months (same conditions)</p>  |

|                            |  |
|----------------------------|--|
| <p>Holiday Description</p> | <ul style="list-style-type: none"> <li>◆Two-day weekend system</li> <li>◆119 days off per year (2023)</li> <li>118 to 123 days depending on the year, 8 to 11 days per month</li> <li>◆Annual paid leave (10 days in the first year) / Half-day leave system available</li> <li>◆Special leave (marriage leave, spousal maternity leave, bereavement leave) holidays, birthday holidays, etc.)</li> <li>◆Long consecutive holidays</li> <li>Up to 10 days in summer, up to 6 days in winter</li> <li>*Depending on the combination of public holidays and paid holidays</li> <li>◆Nursing care leave, prenatal and postnatal leave, childcare leave</li> <li>◆Shorter working hours for childcare</li> </ul> |
| <p>Job Contract Period</p> | <p>full-time employment There is a trial period of 3 months (conditions remain the same)</p>   |
| <p>Nearest Station</p>     | <p>4 minutes walk from Akasaka Station or 7 minutes walk from Tameike-Sanno Station</p>  |