

## Job Detail

Staff Level

Position Title	[Osaka] Hotel front desk work: Visa support available
Recruiter Company	Dimple Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-26 / 2024-05-08
Job Type	Hospitality Business Specialists - Hotel Hospitality Business Specialists - Floor Staff
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Osaka
Job Description	<p>■Job Description:</p> <ul style="list-style-type: none"> <li>- Hotel front desk staff, customer service such as reception and guidance</li> <li>- Event planning and improvement proposal work for hotel management</li> <li>- Various data entry work such as responding to reviews</li> <li>- Checking equipment inventory and ordering</li> <li>- Various system data entry work</li> <li>- Staff training and guidance</li> </ul> <p>* Details of the job will be provided during the interview</p>
Company Info	<p>【career enhancement】</p> <p>As a hotel operator, you will be involved in back-office operations such as staff training, event planning, accommodation plan creation, media publication strategy planning, and income and expenditure management, so you will acquire business skills in all aspects!</p>
Working Hours	<p>&lt;Working hours&gt;</p> <p>7:00-16:00 (Regular working hours: 8 hours 0 minutes) (shift system)</p> <p>Break time: 60 minutes</p> <p>Overtime work: Yes</p> <p>&lt;Work pattern&gt;</p> <p>7:00~16:00</p> <p>14:00~23:00</p> <p>&lt;Other working hours supplement&gt;</p> <p>■24-hour shift system (8 hours of actual work), almost no overtime *Night shifts are set based on work proficiency</p>
Qualifications	<p>■Required requirements:</p> <ul style="list-style-type: none"> <li>• People who like communicating with people</li> </ul> <p>*People who like customer service and want to use their language skills are welcome!</p> <p>■Welcome conditions:</p> <ul style="list-style-type: none"> <li>• Those who can communicate using English (You don't need to have experience using it at a business company!)</li> </ul>
English Level	Minimum Communication Level (TOEIC 225-470)
Japanese Level	Fluent(JLPT Level 1 or N1)
Chinese Level	None
Other Language1	Korean(Daily Conversation Level)

Other Language2	Chinese - Shanghainese(Daily Conversation Level)
Salary	JPY - Japanese Yen JPY 3500K - JPY 4500K
Salary Description	<p>■Regular salary increase: twice a year          ■Bonus: Twice a year</p> <p>Commuting allowance: Full transportation expenses paid (based on company regulations)          Housing allowance: Up to half of the maximum rent of 100,000 yen will be paid as housing allowance, provided that you live within a 45-minute commuting distance from your workplace.          Social insurance: non-statutory workers' compensation benefit system          Employees' Pension Fund: No supplementary information          Retirement allowance system: 5% of basic salary is added every month as prepaid retirement allowance</p>
Holiday Description	<p>Complete 2-day work week (shift system on holidays)          10 to 20 days of annual paid vacation (minimum number of days is the number of days granted immediately after joining the company)          Number of holidays per year: 115 days</p> <p>Paid vacation: 10 days granted from the day of employment, condolence leave system, judge leave system, childcare/nursing care leave system</p>
Job Contract Period	full-time employee Trial period available (4 months) There will be no changes to the terms and conditions during the trial period.
Nearest Station	①Shin-Osaka Station 5 minutes walk ②Namba Station 5 minutes walk