

Job Detail

Manager Level

Position Title	Reservation Supervisor for a Global Luxury Hotel Chain
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Customer Service - Customer Support
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	<p>* Be a part of a prestigious luxury hotel chain renowned for its unparalleled service.</p> <p>* Opportunity for career growth and development within a dynamic and international work environment.</p> <p>* Competitive salary with bonuses and benefits package.</p> <p>Description</p> <p>Responsibilities:</p> <p>* Conduct quality checks on all reservations, ensuring accuracy and completeness.</p> <p>* Handle inquiries regarding lodging reservations via various channels such as email, telephone, and fax, catering to both domestic and international clientele.</p> <p>* Manage corporate contracts, including rate confirmation, reservation creation, and email correspondence.</p> <p>* Create, modify, and update reservations from various sources including travel agencies and individual guests.</p> <p>* Coordinate accommodation for domestic and international group reservations, including those involving banquets, incentive tours, and group tours.</p> <p>* Collaborate with sales and other departments to facilitate reservation processes, from creation to inventory adjustment and guest arrival.</p> <p>Profile</p> <p>Requirements:</p> <p>* Minimum of 1 year of hospitality experience in a similar role.</p> <p>* Minimum of 1 year of people management experience.</p> <p>* Native-level proficiency in Japanese and fluent in English, both written and spoken.</p> <p>Job Offer</p> <p>Job Type: Permanent, Full-time</p> <p>Probation: 3 months</p> <p>Work Hours: 8:45 AM - 5:45 PM</p> <p>Base Salary Range: Up to 5.4M JPY Base</p> <p>Bonuses: Twice a year (Summer/Winter)</p> <p>Overtime: Approximately 10-20 hours</p> <p>Interview Process: Two interviews</p> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Michelle Rosette on +813 6832 8698.</p>
Company Info	Well-known luxury hotel chain
English Level	Fluent (TOEIC 865-)
Japanese Level	Native Level

Salary	JPY - Japanese Yen JPY 4000K - JPY 4500K