

【未経験→正社員へ！】レンタルオフィスでのコンシェルジュ！英語使用あり@東京

残業少x土日祝休み！英語使用有。接客業から事務職転向を目指す方におススメ案件！

Job Information

Recruiter
JobImpulse

Job ID
1299511

Industry
Other (Real Estate, Construction)

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
(Almost) All Japanese

Job Type
Temp to Perm

Location
Tokyo - 23 Wards, Chiyoda-ku

Salary
3 million yen ~ 3.5 million yen

Salary Commission
Commission paid on top of indicated salary.

Hourly Rate
(派遣期間中)時給1750円～　交通費支給　正社員後月収例：24万円～、モデル年収：320万円～、※年4回インセンティヴ

Work Hours
2シフト制　※変更可能性有 1）8：30～17：30、 2）9：00～18：00

Holidays
土日祝日休み

Refreshed
October 29th, 2026 10:29

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level (Amount Used: English usage about 25%)

Minimum Japanese Level
Native Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

レンタルサービスオフィスの、レセプション兼事務のお仕事

・電話対応
・データ入力
・郵便物の仕分け
・会議室の予約、セッティング
・お茶出し
・備品補充
・退去・入居にまつわる作業、手続き
・イベントケータリングの手配　等

東京駅から徒歩5分（正社員登用後はセンター間異動可能性あり）

Required Skills

・日本語ネイティブレベルの方

・TOEIC600点程度の英語力をお持ちの方
・2つのシフトいずれにも対応頂ける方
・事務もしくは接客のご経験
・PC操作基本レベル
・コミュニケーションを取るのが好きな方

Company Description

Job Impulse
your qualified provider of personnel service

JobImpulse is a global employment services company. We are, with heart and soul, committed to bring people and their chosen professions together. We have been and we still are a successful gateway within the job market linking supply and demand. We are fully aware of the needs and demands of our customers and employees and can therefore effectively contribute to their lasting success. JobImpulse is an established entity on the personnel services provider market. We are fast, flexible and unbureaucratic. This ensures custom and integral human resources solutions through competence, expertise and know-how.

The continuous growth of the JobImpulse Group ensures the expansion of our comprehensive services. Companies from different business branches have been relying and trusting our services for years. By utilizing our international contacts and experiences, we are able to find the fitting employee for our clients, at home and abroad. JobImpulse is always close at hand; where you need us, for example in Poland, Slovakia, Hungary or Mexico.