



Member Services Concierge and Receptionist/日・英のサポート・接客経験者歓迎

Only for those w/working permit in JP

Job Information

Hiring Company

[Tokyo American Club](#)

Subsidiary

Tokyo American Club/ well-known and highly reputed private club

Job ID

1447430

Industry

Other (Hospitality)

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Nanboku Line Station

Salary

3 million yen ~ 4 million yen

Work Hours

Actual 7.5hrs/day between noon – 23:00

Holidays

on shift schedule, 2days/week

Refreshed

April 9th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English Only)

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

★アピールポイント

- 職場がグローバル！公用語英語！（メンバーの国籍は50カ国以上、職員の国籍は25カ国以上）
- 国際文化交流やビジネス活動の場として長年多くのグローバル人材に利用されている歴史ある会員制クラブ
- 未経験の方も高い語学力があれば活躍できる！

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Member Services Concierge/コンシェルジュ

- **Able to perform the job duties MS Concierge**
- **Handling incoming phone calls to the club main phone line and e-mail account and assign incoming tasks to MS Concierge or transfer them to other sections as necessary.**
- **Lead the daily operation and support MS Concierge in handling tasks and inquiries when necessary**
- **Responsible for Guest Studio Reservations and other related tasks**
- **Handling Concierge inquiries/ requests which requires higher knowledge and communication skills**

雇用形態：正社員採用（試用期間 3か月）

ご状況やご希望に応じて勤務形態も柔軟にご相談した上で決定します。

勤務地：東京都港区麻布台

南北線・大江戸線 麻布十番駅から徒歩7分 / 日比谷線 神谷町から徒歩10分

勤務時間：Actual 7.5hrs/day between noon – 23:00

休日休暇：シフト制 ※土日祝も含めてリクエスト可能

有給休暇（法令に基づく）、夏季休暇（3日）、年始休暇1月1日から3日

福利厚生：社会保険完備、退職金制度、団体生命保険、社員用カフェテリア（金額補助あり）（麻布台のみ）、通勤手当支給（非課税上限あり）、定期健康診断、社員慰労会（年1回）、クリーニングサービス付制服貸与

Required Skills

※ビザの sponsorship は出来かねますので、申請時に日本での有効な就労資格を有していること。

応募必須条件

- ホスピタリティ業界（サービス業、接客業など）ご経験者
- 事務業務も対応可能な方
- ホスピタリティ系の学校・専攻を修了された方が望ましい
- 英語上級レベル以上
- 日本語中級レベル以上
- パソコンスキル：ワード、エクセル、アウトルック、予約システム、POSシステムなど既存のシステムを使用した業務経験があることが望ましい。

Company Description

Tokyo American Club has been an integral part of the international community in Tokyo since its founding in 1928.

With 3,700 Members, drawn from 50-plus nations, the Club offers a diverse range of cultural, business and recreational activities and amenities in the heart of the Japanese capital.

The present facility, which was designed by lauded American architectural firm Pelli Clarke Pelli and opened on January 18, 2011, is the sixth incarnation of the Club.

The building was described by private club consultants the McMahon Group as “light years ahead of its U.S. counterparts” and “[as] quite possibly the finest private club facility in the world.”

Members enjoy access to world-class recreation facilities, including a roof-top pool, bowling alley, golf simulators, full-size gym, library, childcare center and spa, as well as a host of fitness, cultural and educational programs for all ages.

Besides being home to five restaurants, a bar and a seasonal café, the eight-story facility features seven overnight Guest Studios and superlative meeting, party and conference facilities.

In 2018, the Club was named in the Platinum City Clubs of the World top 100 list by the Club Leaders Forum. The accolade followed the Club's Distinguished Club recognition by the BoardRoom magazine the year before.

The US ambassador to Japan serves as the honorary president of the Club.