



バイリンガルスピーカー×飲食経験者優遇 Restaurant Receptionist 【土日休み】

Italian-American cuisine/Azabudai

Job Information

Hiring Company

Tokyo American Club

Subsidiary

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

Job ID

1470326

Division

Food & Beverage, Service

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, Azabu Juban Station

Salary

4 million yen

Work Hours

Basically Mon. to Sun, including national holidays

Holidays

Paid vacation in line with Japanese Labor Law

Refreshed

May 10th, 2024 09:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level (Amount Used: English Only)

Minimum Japanese Level

Fluent

Minimum Education Level

High-School or Below

Visa Status

Permission to work in Japan required

Job Description**About TAC**

Tokyo American Club offers one of the most diverse and unique working environments for hospitality professionals in Tokyo. As one of our 400 employees from more than 30 countries, you will be part of the team of a world-class organization that has been recognized as a Platinum City Club of the World and an Iconic Distinguished Club.

We are seeking opening staff for the grand opening of our new dining concept inside Tokyo American Club. At 51 East, we celebrate simplicity, creating a delightful symphony of modern Italian flavors. Using the finest local ingredients, we craft visually stunning dishes that go beyond the ordinary.

Position : Restaurant Receptionis

当施設内に4月から新レストランが開業します。新レストランにおけるレセプションニストを募集。
当館では公用語が英語のため、会員メンバーでも英語で接客していただくことがメインとなります。
もちろん日本語での対応も必要になるため、バイリンガル対応可能な方を募集しております。

Responsibility

- In charge of Reservation control for the restaurant by using reservation control system (TableCheck)
- Responsible for day-to-day table assignments and communications to internal stake holders for anything that requires special attention
- Support the service team in minor areas such as taking orders, cleaning up/re-setting the tables in busy period of times.
- In charge of direct take-away orders from Members (by phone or e-mails)

■Employment : Full-time**■Compensation and Benefits**

- Health insurance, pension, Employment insurance, industrial accident insurance are available according to contract hours.
- Staff Canteen at subsidized price
- Commuting allowance (with tax-free upper limit)
- Uniform with cleaning service (when applicable)
- Annual Health Check / Stress Check
- Annual Employee Recognition Party

■Salary

Full-time/¥240,000～ 260,000Month

■Holidays

Paid vacation in line with Japanese law, Three days of Summer Vacation available.

■Working Hours

Monday-Friday 5days/week, 7.5actual working hours /day, between 08:30-23:00

■Selection Process

Document screening→Interview about twice →Offer,

Required Skills**Key Qualifications**

- English Advanced level
- Japanese Advanced level
- PC Skill POS(Abacus), EOS (TableCheck), O365

■Other

Hold valid working eligibility in the country at the time of lodging their applications. Visa sponsorship is not available. The current visa must be valid for next 6 months at minimum.

Company Description