



[Membership Member Liaison] procedural and Operation

Job Information

Hiring Company

Tokyo American Club

Subsidiary

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

Job ID

1514042

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

9:00- 17:30 OR 9:30-18:00 (7.5 hrs / day)

Holidays

Annual vacation will be given in line with Japanese Law 3 days o

Refreshed

November 10th, 2025 11:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

英語使用率100%

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This position is responsible for full cycle of Member's new entry, change of types of the memberships, and resignations. Membership Office is the team that makes first and last impression of Tokyo American Club as whole, therefore high sense of hospitality and accuracy and attention to details for are required

■Employment: Full-time

■Responsibility

- Greeting and making cards for members at the counter
- · Respond promptly to incoming calls and emails, address inquiries and provide accurate information to members.
- Explain membership application procedures and benefits to prospective members.
- Guide members through the application process for Temporary Visiting Family, Adult Family, Domestic Helper, and Bona Fide membership, resignations, and membership conversions.
- Provide support in organizing monthly interview receptions and new member orientations.
- Input all received applications in the membership database system, update member information accurately and in a timely manner.
- Provide administrative support including office inventory management, document scanning and filing, web account maintenance
- · Any ad-hoc duties to support supervisor or manager

■Compensation and Benefits

- Health insurance, Pension, Employment insurance, Industrial accident insurance
- Retirement Allowance
- · Group Life Insurance
- Staff Canteen at a subsidized price
- · Commuting allowance (with tax-free upper limit)
- Annual Health Check
- Annual Employee Recognition Party

■Salary

Full-time/¥280,000 - ¥350,000 / Monthly

■Holidays

Annual vacation will be given in line with Japanese Law 3 days of summer vacation

■Working Hours

5 days/week on shift schedule

9:00- 17:30 OR 9:30-18:00 (7.5 hrs / day)

Some late shift will apply due to new member Interview Reception and Orientation

■Location Details

東京都港区麻布台2-1-2

Required Skills

Key Qualifications

Required:

- Experience Minimum 3 years of working experience
- Skill Basic computer knowledge in MS Excel, Word and Outlook Strong interpersonal skill (in person, virtual or over e-mails)
- · English Above Business level
- Japanese Business level

Other

· Applicants hold valid working eligibility in Japan at the time of lodging the applications.

Company Description