



Security Guard

Job Information

Hiring Company

[Tokyo American Club](#)

Job ID

1546136

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

Negotiable, based on experience

Refreshed

December 24th, 2025 14:00

General Requirements

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

<この求人の魅力>

- ・業務内容の要約：施設警備、防災監視、出入管理、巡回対応などの警備業務全般
- ・この求人のやりがい：国際的施設の安全を守る／防災知識を活かせる
- ・このポジションで活かせる経験：セキュリティ・防災業務経験、日本語対応力、夜勤経験
- ・特色のある働き方や福利厚生について：夜勤あり・社員食堂・健康診断・制服支給

Summary

Tokyo American Club has been an integral part of the international community in Tokyo since its founding in 1928. With 4,000 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.

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.

Responsibility

- メンバー及び従業員出入り口警備
- 搬入口のコントロール
- メンバーおよび職員からの問い合わせ対応
- 防災監視盤およびセキュリティシステムの監視と操作
- 施設内巡回および緊急連絡と各種警報への対応
- Guards the Member and employee entrance
- Controls the Loading Dock area
- Responds to Member, guest, and employee inquiries
- Monitoring and operation of the Bosai Panel and Security Systems.
- Patrols facility and responds to Emergency calls and alarms

Working Hours

週5日(土日祝、夜勤も含む) シフト制

実働7.5時間

① 8:30 am-5:00 pm

② 4:30 pm- 9:30 am (ダブルシフト)

5days/week (include weekend/national holiday/night shift) Actual 7.5 hrs/day

① 8:30 am-5:00 pm

② 4:30 pm- 9:30 am (double shift)

Holidays

Paid vacation in line with Japanese law and 3 days summer vacation

Japanese national holidays and New Year days of January 2nd and 3rd

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)

Uniform with cleaning service (when applicable)

Annual Health Check

Annual Employee Recognition Party

Required Skills

Key Qualifications

- 証明書: 日本の運転免許
- 英語: 初級レベル
- 日本語: 上級レベル
- その他: 防災センター要員講習終了者, 救命講習修了者尚良
- 求める人事; サービス精神旺盛で思いやりのある方。勤勉で安全意識のある方
- Certificate: Drivers license (Japan)
- English: Intermediate level
- Japanese: Advanced level
- Other: Bosai License, CPR Certificate preferred, but not required
- Character: Diligent and safety oriented, at the same time customer focused with a hospitality heart.

Education

N/A

Other

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

申請時に日本での就労資格を有していること。

Company Description