



Staff Accommodation Coordinator & HR Admin スタッフ寮管理コーディネーター&人

Job Information

Hiring Company

Niseko Alpine Development (NISADE)

Job ID

1553206

Industry

Hotel

Job Type

Permanent Full-time

Location

Hokkaido, Abuta-gun Niseko-cho

Salary

3.5 million yen ~ Negotiable, based on experience

Refreshed

August 19th, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

<この求人の魅力>

- スタッフ寮の管理・点検・緊急対応などの現場業務を担当
- スタッフの快適な生活を支えるやりがい／季節に応じた業務で充実感
- 設備管理、建物保守、緊急対応の経験が活かせる
- 年120日休・社内イベントや補助金制度あり

Job Description

The Staff Accommodation Coordinator is responsible for managing all aspects related to the accommodation needs of staff members within an organisation. This role ensures the comfort and safety of staff staying in staff accommodation through on-site work, from day-to-day maintenance work to emergency repairs.

Also, providing shuttle services between staff accommodation and workplace if necessary during winter season is one of your duties.

JOB OVERVIEW/RESPONSIBILITIES

- Maintain and oversee the staff accommodation through on-site work.
- Daily inspection of water, heater, water supply and drainage systems, etc.
- Snow clearing in winter and grass cutting around staff accommodation to maintain beautifulness.
- Light works such as changing light bulbs and cleaning filters for heater.
- Purchase, distribution and inventory management of supplies for staff accommodation.
- Manage Emergency problems
- Prepare staff accommodation from year-round staff to seasonal staff.
- Post Staff Accommodation Policy on each staff accommodation.
- Arrange moving-in and out of staff accommodation
- Accommodate requests from staff relating to staff accommodation
- Provide shuttle service between staff accommodation and workplace if necessary (winter only)
- Report and discuss regularly with the team on updates and issues
- Other duties assigned by supervisor

スタッフアコモデーションコーディネーターは従業員の宿泊ニーズに関連する事項の管理・監督の責任を担っております。

スタッフ寮の日々のメンテナンス業務から緊急時の修理・修繕等、現場での作業を通して、スタッフ寮に滞在する従業員の快適性と安全性の確保などを行います。

職務概要／責任

- 現場作業を通じてスタッフ寮の維持・監督
- 電気、暖房、給排水設備等の日常点検
- 冬季は除雪、夏季は草刈りや施設周りの清掃等の美化業務
- 電球交換やエアコンフィルター清掃等の軽作業
- 備品等の購入、配布、在庫管理
- トラブル発生時の緊急対応（修理・修繕）
- 通年スタッフ、シーズンスタッフの寮の準備
- スタッフ寮ポリシーを提示する
- 入居、退去時の対応
- 寮に関わるスタッフからのリクエストの対応
- 必要に応じてスタッフ寮と仕事間の送迎業務（冬季）
- 必要に応じて関連部署とコミュニケーションを取り、常に最新の情報を共有する
- その他上長から指示されたタスク

Benefits

Salary package/benefits

3.6million yen/year~ value contract package

Includes:

- Very competitive salary
- Access to bonus program
- Work-related training subsidy
- Recreational allowance
- Health insurance, welfare pension insurance, unemployment insurance and worker's compensation insurance are available
- 10 days of Annual Leave per year, increasing yearly to 20 days in the 6th year
- Average of 120 days off per year (includes public holidays, excludes annual leave)
- Company trips and activities

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下記パッケージ込み

- 他の会社には負けない年俸
- 業績ボーナス
- 職種などに関したトレーニングへの補助金あり
- リクレーション手当あり
- 雇用保険、労災、健康保険、厚生年金 の加入可能
- 有給休暇年10日、毎年徐々に増え6年目には20日供給
- 年平均120日の休日
- 社員旅行、アクティビティなど

Required Skills

REQUIREMENTS

Must:

- Japanese Driving License
- Driving in Snow Conditions
- Basic computer Skill (Word, Excel)
- Native Japanese Language Skill

Preferrable:

- Reading, Writing and Speaking English at an everyday conversational level

If possible:

- Knowledge of health and safety standards and regulations related to accommodation facilities.

必要条件

- 普通自動車免許（AT限定可）
- 冬道での運転経験
- 基本的なパソコン操作（Word/Excel）
- ネイティブレベルの日本語力
- 日常会話レベルの英語力（読み書き、会話）あれば可
- 住宅規制や賃貸契約、不動産管理実務に関心がある

Company Description