



Assistant F&B Business Administrator

Job Information

Hiring Company

合同会社H-SUMMIT

Job ID

1561338

Division

Business Support

Industry

Hotel

Job Type

Permanent Full-time

Location

Hokkaido, Abuta-gun Kucchin-cho

Salary

4.5 million yen ~ 5 million yen

Work Hours

In accordance with company regulations

Holidays

In accordance with company regulations

Refreshed

January 28th, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Business management duties including sales management and product development support for F&B operations
- Act as a bridge between our company and external F&B partners with autonomy to drive initiatives
- Engage in creative work involving new service and promotional planning
- Work at a luxury hotel in Niseko, offering an international environment and attractive benefits

■Summary of Position

This position is responsible to monitor, to plan, and to evaluate the F&B retails sales and profits reports, oversee the overall

daily operations of F&B retails in the Muwa Niseko, and facilitate the product/services development and meeting with the outsource company.

■Role and Responsibilities

- Assist with budgeting, forecasting, financial planning, and expense monitoring for the F&B department.
- Keeping records and preparing reports on the sales/profit's reports of the F&B business
- Overseeing and managing F&B business finances and budget activities
- Serving as the interlink between H-Summit with the Outsource F&B operator
- Facilitate the meeting on development of F&B new products/services like promos/campaign
- Participate in daily business review meetings, training, sales-related meetings, and represent the hotel professionally in community events and industry organizations.
- Responsible to act, performing, and being discreet according to MUWA NISEKO/Brand Policy

*Position Grade: Supervisor

*Reports to: General Manager

*Division: Business Support Position Title Assistant F&B BusinessAdministrator

【Employment Type】

Full-time employee

【Salary】

JPY 350,000 to JPY 400,000 per month.

【Working Hours】

In accordance with company regulations

【Work Location】

Muwa Niseko

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

Required Skills

<Qualification and Requirements>

■Experience

- 3+ years of business administrative experience in the retails industry such as F&B or commercial retails or graduated from Bachelor of Business/Accounting/ Finance administrative studies

■Knowledge &Skill

- Japanese N1 or business level with business level English
- Highly- proficiency in Microsoft Word, Excel, and PowerPoint are required.
- Must be a team player, capable of assisting co-workers, prioritizing tasks, planning, organizing, and meeting deadlines.
- Ability to communicate effectively with supervisors, coworkers, guests, and vendors is essential.

Company Description