



Executive Assistant & Seasonal Hospitality Coordinator

Support executives in a dynamic resort

Job Information

Hiring Company

[Yuu Hotels & Resorts](#)

Job ID

1566097

Industry

Hotel

Job Type

Permanent Full-time

Location

Niigata Prefecture, Myoko-shi

Salary

Negotiable, based on experience ~ 4 million yen

Refreshed

May 29th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

◆ Position Highlights ◆

Our company is a global hospitality and resort-development group operating hotels and seasonal accommodations in the Myoko-Akakura Onsen area. This region welcomes domestic and international skiers and travelers throughout the year, and the nature of the work shifts with the seasons—offering a uniquely dynamic environment found only in ski-resort operations.

In this role, you will work directly under the Head of Construction, supporting daily operations related to our hotel construction and development projects.

※ Full details about the role and reporting structure will be explained clearly during the interview process.

※ This is an urgent hiring need, and we are especially interested in candidates who can join as soon as possible and are open to a long-term commitment.

◆ Why You'll Love This Role ◆

1. Seasonal Workstyle — Adjust Your Hours with the Seasons

Off-season (Green Season):

- Approx. 25 hours/week
- Hourly Rate: 2,500–3,000 JPY

Peak winter season:

- Approx. 40 hours/week
- Monthly Salary: 320,000–400,000 JPY

A highly flexible arrangement that supports work–life balance while allowing for increased responsibility during winter operations.

2. Work in an International Environment

You'll interact with global guests, partners, and internal teams.

Daily English communication helps you naturally strengthen your language skills.

3. Direct Access to Executives

A role with wide responsibilities:

coordination, project management, operations, and high-level support—ideal for someone who wants broad exposure and rapid growth.

4. Live & Work at a Top Japanese Ski Destination

Akakura is known for:

- Legendary JAPOW snow (more snowfall than even Niseko)
- Access to nearby resorts: Madarao, Tangram, Lotte Arai, etc.
- A traditional onsen town loved by international visitors
- Easy access from Tokyo

Perfect for those who love nature, hot springs, or winter sports.

◆ About the Company ◆

We are a global hospitality & resort development company operating hotels, chalets, and hospitality services within the Myoko–Akakura region. Our goal is to create exceptional guest experiences by combining Japanese culture with international resort standards.

The workplace is:

- Multicultural and English-friendly
- Dynamic and seasonally diverse
- Close to nature, mountains, and onsen culture
- Supportive, collaborative, and community-driven

Relocation / moving support is available.

◆ Job Description — Executive Assistant ◆

You will support the Head of Construction and project teams, as well as assist winter hospitality operations.

Main Responsibilities

- Schedule/meeting coordination
- Document preparation, minutes, research
- Communication with partners, vendors, and international guests
- Assistance with government procedures and project administration
- Travel and accommodation arrangements
- Vendor coordination and correspondence
- Winter-season hospitality support (guest assistance, operations)

Seasonal Variation

Green Season (Spring–Autumn):

- Project support
- Vendor communication
- Administrative work
- Office coordination

Winter Season (Ski Season):

- Front desk and guest support
- Hospitality operations
- On-site coordination

- Helping deliver premium winter experiences

◆ **Salary & Work Conditions** ◆

Seasonal Hybrid Workstyle:

- Off-Season (Short-term / ~25 hrs/week)
Hourly: 2,500–3,000 JPY

- Peak Season (Long-term / ~40 hrs/week)
Monthly: 320,000–400,000 JPY

Other Details:

- Expected annual range: ~3.3M–4.1M JPY (varies by season & hours)
- Regular working hours: 9:00–18:00 (60-min break)
- Salary review available
- Transportation / relocation support available

Required Skills

◆ **Requirements** ◆

Must-Have

- Native-level Japanese
- Conversational English (daily communication with guests)
- Strong administrative & coordination skills
- Comfortable with guest-facing duties
- Basic PC skills (MS Office, email tools)
- Ability to multitask and adapt to seasonal changes

Nice to Have

- Experience in:
 - Executive Assistant / Administrative roles
 - Hotel or hospitality operations
 - Tourism or guest services
- Passion for skiing, snowboarding, or the outdoors
- Valid driver's license
- Able to stay in Myoko for extended periods

Company Description