【外資系高級ホテル】法人イベントコーディネーター｜研修制度充実

フロント・F&B経験1年以上、未経験職種への挑戦も歓迎！

Job Information

Recruiter
Morgan McKinley

Job ID
1621654

Industry
Bank, Trust Bank

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

世界的に評価される外資系ラグジュアリーホテルにて、法人イベントやパーティの企画・提案から各種手配、当日の運営までを担うコーディネーターポジションです。

グローバルホテルグループならではの専門研修や一流のサービス・運営ノウハウを習得できる環境に加え、年間休日115日、フレックスタイム制など、働きやすさも魅力です。

ホテルのフロント業務や料飲サービス（F&B）の経験が1年以上ある方で、ホテルイベント企画、宴会コーディネーター、イベント運営の仕事にキャリアチェンジしたい方にも適したポジションです。

主な職務内容

- 法人イベント・パーティ・宴会・団体利用に関する企画から当日の運営までの一貫したコーディネート、進行管理
- イベント主催者との打ち合わせを通じたニーズの把握および最適なプランの提案

- ケータリングメニュー、音響・映像設備、装花などの手配・提案
- 団体客の客室割り当て、予約期限およびイベント関連情報の管理
- ホテル内各部門との連携による円滑なイベント運営の実現
- ホテル管理システムを使用したイベント情報・予約記録・関連書類の管理
- 細部まで配慮した準備と丁寧な顧客対応を通じて、上質なイベント体験を提供し、顧客満足度・サービス品質の向上に貢献すること

Are you a hospitality professional looking to develop your career in luxury hotel event management, banquet coordination, or corporate event planning in Tokyo?

Join a prestigious international luxury hotel in central Tokyo as an Events Executive, where you will coordinate corporate events, banquets, group functions, and special occasions while delivering exceptional guest experiences.

This opportunity offers hands-on exposure to hotel event planning, catering coordination, group reservations, and client relationship management within a world-class hospitality environment.

You will work closely with event organisers, corporate clients, and internal hotel departments to ensure every event runs smoothly, from initial planning through successful execution.

This position is ideal for candidates with experience in hotel front office operations, food and beverage (F&B) service, or hospitality guest services who want to transition into a dedicated event coordination role.

Key Responsibilities

- Corporate Event Planning & Coordination: Coordinate corporate meetings, banquets, group functions, and special events from initial planning through execution.
- Client Relationship Management: Communicate directly with event organisers and corporate clients to understand requirements, clarify expectations, and provide tailored event solutions.
- Banquet & Catering Coordination: Advise clients on catering menus, banquet arrangements, food and beverage requirements, and event service options.
- Event Logistics Management: Coordinate audiovisual equipment, floral decorations, room arrangements, and other event-related requirements.
- Group Reservations & Room Allocation: Manage group room allocations, reservation deadlines, and guest information to support smooth event operations.
- Cross-Departmental Collaboration: Work closely with front office, food and beverage, banquet operations, reservations, and other hotel departments to ensure seamless event delivery.
- Event Administration & Documentation: Maintain accurate event records, booking information, schedules, and administrative documents using hotel management systems.
- Event Planning & Scheduling: Track event timelines, confirm operational requirements, and coordinate arrangements to meet client expectations.
- Guest Experience & Service Quality: Support the delivery of premium hospitality experiences by ensuring event details are communicated accurately and executed professionally.
- Operational Problem-Solving: Respond proactively to changing client requests and event requirements, working with internal teams to resolve issues efficiently.

Required Skills

必須条件 経験・資格：

- ホテルのフロント、または料飲サービス部門での実務経験（1年以上）
- ホテル業務の基本的な流れ、接客マナー、ホスピタリティ業界のサービス基準に関する理解
- 短期大学卒業、専門学校卒業、または同等の資格・学歴

ソフトスキル：
- **顧客対応力**：顧客のニーズを的確に把握し、円滑なコミュニケーションを図る能力
- **調整力**：複数の業務や関係者を調整し、細部まで正確に管理する能力
- **柔軟性**：変更や突発的な要望にも、柔軟かつ迅速に対応する能力
- **チームワーク**：ホテル内の各部門と連携し、円滑に業務を遂行する能力
- **顧客志向**：顧客視点を持ち、最高のサービスを提供する姿勢

語学力:
- **日本語**： ビジネスレベル以上（商談に対応できるレベル）
- **英語**： 日常会話ができれば尚可

歓迎条件
- ラグジュアリーホテルにおけるイベント・宴会の企画運営経験
- Delphi、または同等のイベント管理システムの使用経験
- 団体予約、ケータリング手配、イベント運営に関する実務知識・経験

採用企業について
世界的に展開する、実績あるラグジュアリーホテルグループです。

卓越したサービスと上質なゲスト体験を強みとし、東京中心部でホテルを運営しています。

国際色豊かでプロフェッショナルな環境のもと、ハイエンドなホテルサービスやイベント運営に関する専門性を高められる職場です。

この求人がおすすめの理由

- **上質なイベントに携われる**：ラグジュアリーホテルならではの法人イベントや特別な催事の企画・運営を担当できる
- **一貫したイベント運営経験を積める**：イベントの企画・提案から各種手配、当日の運営まで幅広く携われる
- **専門研修あり**：グローバルホテルグループの一流のサービスや運営ノウハウを習得できる
- **フレックスタイム制あり**（但し、ホテルの運営状況やイベントスケジュールによる）
- **年間休日115日**（有給休暇に加え、各種休暇制度あり）
- 社会保険完備・交通費支給・食事補助あり
- 国際的に確立されたホテルグループで、長期的なキャリア形成が可能

Required Skills and QualificationsExperience:

- Hospitality Industry Experience: Minimum 1 year of professional experience in hotel front office operations or food and beverage (F&B) service.
- Guest Service Knowledge: Practical understanding of hotel operations, hospitality service standards, and guest expectations.
- Client Communication: Ability to conduct professional business discussions and communicate effectively with clients and internal stakeholders in Japanese.
- Operational Coordination: Ability to organise service-related tasks, communicate requirements clearly, and support smooth hospitality operations.
- Education: Associate degree, diploma, or equivalent qualification.

Soft Skills:

- Interpersonal & Communication Skills: Excellent ability to build positive relationships with clients, event organisers, guests, and hotel colleagues.
- Organisation & Attention to Detail: Strong organisational skills with the ability to manage multiple event requirements and maintain accurate information.
- Flexibility & Adaptability: Proactive approach to changing schedules, client requests, and operational priorities.
- Team Collaboration: Ability to work effectively with multiple hotel departments to coordinate event arrangements and deliver consistent service.
- Customer-Focused Mindset: Genuine enthusiasm for hospitality and a commitment to creating memorable guest experiences.
- Problem-Solving: Ability to identify operational challenges, communicate effectively, and support practical solutions.
- Professionalism: Positive attitude, reliability, and commitment to maintaining high service standards in a luxury hotel environment.

Language Requirements:

- Japanese: Fluent to business-level proficiency for professional discussions with event organisers, clients, and internal hotel teams.
- English: Intermediate to business-level proficiency is desirable for communication within an international hospitality environment.

Preferred Skills & Qualifications

- Luxury Hotel Event Experience: Previous experience coordinating corporate events, banquets, or special occasions within a luxury hotel or internationally recognised hospitality brand.
- Event Planning & Banquet Operations: Familiarity with event preparation, banquet service arrangements, and on-site event coordination.
- English Communication Skills: Conversational or higher English proficiency for communication with international guests and colleagues.
- Event Management Systems: Experience using Delphi or similar hotel event management software.
- Group Reservations: Knowledge of group room bookings, room allocations, reservation deadlines, and guest information management.
- Catering & Event Logistics: Familiarity with catering menus, audiovisual arrangements, floral decorations, and event-related logistics.
- International Hospitality Experience: Experience working in a multicultural hotel environment or serving international clients.

About the Company
Our client is an established international luxury hospitality group recognised for its exceptional service standards, sophisticated facilities, and premium guest experiences.

Operating in central Tokyo, the organisation provides a professional and multicultural working environment where hospitality professionals can develop their skills in luxury hotel operations, event management, banquet coordination, and guest services.

The hotel hosts corporate functions, group events, and special occasions, offering employees valuable exposure to event planning and operational coordination within a prestigious hospitality setting.

With a strong emphasis on service excellence and professional development, the organisation provides an opportunity to build specialist experience in the international luxury hospitality sector.

Why You'll Love Working Here

- Competitive Compensation: Annual salary of up to ¥5.5M, with performance-based bonus opportunities.
- Flexible Working Arrangements: Flexible working hours, subject to hotel operations and event scheduling requirements.
- Prestigious Luxury Hotel Environment: Work within an established international hotel group known for premium hospitality and exceptional guest experiences.
- Premium Event Experience: Coordinate corporate events, banquets, group functions, and special occasions in a luxury hotel setting.
- Career Transition Opportunities: Build on your front office or F&B experience and develop specialist skills in hotel event planning and event coordination.
- Professional Training & Development: Access training and development opportunities within an international hospitality environment.
- Multicultural Workplace: Collaborate with colleagues and clients from diverse backgrounds while strengthening your

professional communication skills.
- Annual Holidays & Leave: Enjoy 115 annual holidays, paid leave, and additional employee leave benefits.
- Comprehensive Employee Benefits: Benefits include social insurance, meal support, and transportation allowance.
- Established International Employer: Gain experience within a globally recognised hospitality organisation with an established presence in Tokyo.
- Professional Growth: Develop expertise in event management, banquet operations, client coordination, group reservations, and luxury hospitality service.

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。