



## 【ホスピタリティ、コンシェルジュ経験者歓迎】Workplace Community Lead (IT@Tamachi)

### Job Information

#### Hiring Company

Jones Lang LaSalle IP, Inc.

#### Job ID

1304220

#### Industry

Real Estate Brokerage, Management

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Minato-ku

#### Salary

4.5 million yen ~ 5.5 million yen

#### Refreshed

March 17th, 2023 06:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Daily Conversation

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

A Workplace Community Lead will be the primary point of contact for the Workplace team and acts as the "face" of Workplace, who is responsible for forging a lasting, open and collaborative relationship with employees and clients through delivery of superior and engaging workplace experiences.

Illustrate Workplace core values and strive to achieve our mission.

#### i) Engagement

- Greeting /Point of Contact
- Be the first (and last) point of contact for Workplace
- Cover the concierge desk during business hours when required

- Answer “walk-up” employees’ questions or refer inquirer to additional resources
- Work on team initiatives designed to develop connections between employees, including event support, email and print communications
- Collect feedbacks for future service improvement

## ii) Event Management

- Formulate a weekly/monthly calendar of events and implementation plans
- Build and maintain "Standard Operating Procedures"
- Organize facilities and manage all events' details such as decor, catering, entertainment, transportation, venue prep, invitee list, special guests, equipment, promotional materials etc...
- Provide outstanding customer service and organizing memorable events that exceeds client's expectations
- Propose ideas to improve event and service quality

## About the Client (IT@Tamachi)

The client is specialized in a cloud computing and virtualization. Our client is a leading provider of multi-cloud services for all apps, enabling digital innovation with enterprise control. It develops and sells products and services that boast the world's largest share in the IT virtualization market.

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## Required Skills

### Experience

- College graduate with a four-year degree preferred
- Customer service/ industry and/or Workplace field experience a plus hospitality
- Event coordination experience
- Exceptional organizational and multitasking skills
- Demonstrate integrity, dependability, responsibility, accountability, self-awareness, work ethic, and empathy

### Task Skills

- Customer relationship management
- Planning and organizing
- Proficient in basic computer skills
- Strong social media literacy
- Basic English skill

### Personal Skills

- Must have strong verbal and written communication skills
- Passion and understanding for client's mission and values
- Focused self-starter who thrives on being the "go to" person about office needs
- Confident, friendly & engaging
- Strong drive and persistence to achieve results

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## Company Description

**JLL (ジョーンズ ラング ラサル)** は1700年代にロンドンで創業され、現在は米国シカゴに本社を置き、ニューヨーク株式市場に上場している200年以上の歴史を有する不動産サービス会社です。現在は世界80カ国、約91,000名、339を超える拠点で展開しています。日本においては、1985年にJLL日本法人を設立。以来30年以上にわたり、プロパティ/ファシリティマネジメントや不動産アドバイザーといった不動産価値を最大限に高める為のサービスを提供しています。

Established in Tokyo in April 1985, JLL Japan has two corporate offices in Tokyo, plus one in Osaka and one in Fukuoka, covering projects throughout every prefecture in Japan. With over 30 years of experience and a prominent track record in Japan, our team of 1,000+ real estate professionals provide valuable insights for our clients. Through our global network and extensive experience, we possess the right knowledge and local expertise required to deliver the best solution for our clients in Japan.