

MichaelPage

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Event Executive - Hospitality

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1542016

業種

ホテル

雇用形態

正社員

勤務地

東京都 23区

給与

350万円 ~ 450万円

更新日

2025年05月20日 16:58

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Primary responsibilities involve planning and supervising conferences in a variety of what customer needs and wants. Recognizes opportunities to maximize revenue by up-selling and offering enhancements to create outstanding events.

Client Details

Our client is a major name in luxury hotels, known across the world. Situated in the heart of Tokyo, they provide high-class service to their guests and customers.

Description

- Serve as the point of contact for clients and communicate with them by phone and email to respond to questions and requests.
- Responsible for involve planning, supervising and coordinating internally.
- Assist conference service team by managing schedules.
- Ensure all local and corporate policies, rules, internal controls and procedures and safeguards.

Job Offer

- Career growth opportunities.
- International work environment.
- Chance to work with one of the biggest names in hospitality.
- Occasional travel opportunities.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Matthew Li.

スキル・資格

- Experience in related position within hospitality, entertainment, etc.
 - Experience with client relationships.
 - Excellent written and verbal communication skills to prepare and deliver reports.
 - Fluent level Japanese and Business level English.
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会社説明

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