



## Recruit Information

# Front desk staff at international student dormitories where young people from all over the world gather

Monthly salary **¥ 230,000 ~ 290,000** Employment form : **Contract employee** Work location : **tokyo** JOB CODE : **9661-0**

Japanese level	Advanced (Business Level ※N1),Intermediate level (daily conversation level ※N2,N3),Native
Application condition	People who can speak Japanese and English everyday, Chinese is better.
Company name / Store name	ユニネスト合同会社 ( HAKUSAN HOUSE/KAMIKITA HOUSE )
Work location	東京都杉並区下高井戸4-6-5 Toei Mita Line 3 3 minutes on foot from Hakusan Station / Keio Line 7 7 minutes on foot from Kamikitazawa Station
Working date	Shift system (morning service 8: 00-17: 00 late service 11: 00-20: 00)
Job introduction / message	<p>I want to make use of my English and Chinese language skills, I love cross-cultural exchange, I'm interested in creating a community space, and I'm confident in smiling! If you have this kind of feeling, why don't you support student life with us Uninest?</p> <p>I want to make an international student residence like this! !</p> <ul style="list-style-type: none"> <li>・ Environment where international students can live with peace of mind from the day they move in</li> <li>・ Community space where students with individuality can enjoy life</li> <li>・ Support staff to watch students and spend a fulfilling day</li> <li>・ Students and staff hold fun dormitory events together</li> </ul> <p>◇ Front work (reception and office work) Reservation support, contract document creation / management, telephone / email inquiry support, etc. There is also PC operation, but there is no problem if data can be input.</p> <p>◇ Conversation and support with dormitory students Answers questions from dormitories about student dormitories. Sometimes I sometimes consult with dormitories... ♪</p> <p>◇Event planning and management assistance Recently, we held movie nights, karaoke parties, DJ nights, etc. We plan and manage various events.</p> <p>◇Other Respond to visitors and tours, ascertain the number of vacancies in the hall, patrol management common areas, check, etc.</p> <ul style="list-style-type: none"> <li>・ Japanese and English daily conversation level.</li> <li>・ I like to communicate.</li> <li>・ Has a hospitality mind for dormitory students.</li> <li>・ We can value teamwork and work while helping each other.</li> <li>・ I can think and act by myself with the main system.</li> <li>・ I can act in consideration of priority.</li> <li>・ Even if they have not been taught, they can grasp the current situation and derive a solution to the problem.</li> <li>・ I am eager to learn.</li> <li>・ I can commit to this work responsibly.</li> <li>・ I have an understanding and interest in different cultures.</li> </ul> <p>In order to create a more comfortable space, we are looking for front staff who will operate the international student dormitories "HAKUSAN HOUSE" and "KAMIKITA HOUSE" currently operating in Japan.</p>
Type of occupation	Customer service,Real estate
Company Features	A venture company,I have employees of a foreign nationality
Schedule	Shift system
Treatment · Benefits	Visa acquisition support,Bonus · bonus available,Transportation expenses,Health Insurance / Labor Insurance,Employee appointment available
Company profile	Company name : ユニネスト合同会社

<p>Apply for this job I want to know more → JOB CODE 9661-0</p>		<p>Let's get an offer →</p> <p>Let's register as a user, and earn scouts and offers. Even my job change place, my new graduate, my interns, my part-time job! There are various offers. <a href="https://a-g-h.net">https://a-g-h.net</a></p>	
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A global harmony

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