



## Member Service Reception Part time]

In the middle of Metropolitan, Tokyo

### Job Information

#### Hiring Company

[Tokyo American Club](#)

#### Subsidiary

Tokyo American Club/ well-known and highly reputed private club

#### Job ID

1323162

#### Industry

Other (Hospitality)

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Non-Japanese Ratio

Majority Non-Japanese

#### Job Type

Part-time

#### Location

Tokyo - 23 Wards, Minato-ku

#### Train Description

Nanboku Line, Azabu Juban Station

#### Salary

Based on hourly rate

#### Salary Commission

Commission included in indicated salary.

#### Hourly Rate

1,300 ~1,600 円

#### Work Hours

According with shift, five days per week

#### Holidays

Paid vacation in line with Japanese Labor Law

#### Refreshed

March 11th, 2025 18:08

### General Requirements

#### Minimum Experience Level

Over 1 year

#### Career Level

Mid Career

#### Minimum English Level

Business Level (Amount Used: English usage about 75%)

#### Minimum Japanese Level

Business Level

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

**Job Description**

Tokyo American Club is the most well-known and highly reputed private club in Japan. We have a 90 year history and have received international recognition such as Distinguished Clubs and Platinum Clubs of the World. Our 3,700 Members hail from over 60 countries around the world, and represent the top level of international business and society in Japan.

Tokyo American Club offers one of the most diverse and unique working environments for hospitality professionals in Tokyo. As one of our 400 employees from more than 30 countries, you will be part of the team of a world-class organization that has been recognized as a Platinum City Club of the World and an Iconic Distinguished Club.

**Responsibility**

- Provide information regarding facilities, club events and seminars.
- Concierge roles.
- Dealing with inquiries (face to face/telephone).
- Cashier.
- Support Members' lifestyle in Japan.

**Required Skills****Key Qualifications**

- Experience: Must be familiar with hospitality industry (1-2 years experience required)
- English: Advanced level
- Japanese: Advanced level
- PC skills: Word, Excel, Outlook

**Education**

Above high school graduates or Hospitality school / major preferred.

**Working/Break Time:** 4-5 days/week (Including weekends/national holidays)  
24 hrs. / week between 5:30 am and 10:00 pm

**Compensation and Benefits**

Health insurance, pension, Employment insurance, industrial accident insurance  
Retirement Allowance  
Group Life Insurance  
Staff Canteen at subsidized price  
Commuting allowance (with tax-free upper limit)  
Uniform with cleaning service (when applicable)  
Annual Health Check  
Annual Employee Recognition Party

**Holidays**

Paid vacation in line with Japanese law  
3 days summer vacation  
New Year days of January 2nd and 3rd.

**Company Description**

**Tokyo American Club has been an integral part of the international community in Tokyo since its founding in 1928.**

With 3,700 Members, drawn from 50-plus nations, the Club offers a diverse range of cultural, business and recreational activities and amenities in the heart of the Japanese capital.

The present facility, which was designed by lauded American architectural firm Pelli Clarke Pelli and opened on January 18, 2011, is the sixth incarnation of the Club.

The building was described by private club consultants the McMahon Group as "light years ahead of its U.S. counterparts" and "[as] quite possibly the finest private club facility in the world."

Members enjoy access to world-class recreation facilities, including a roof-top pool, bowling alley, golf simulators, full-size gym, library, childcare center and spa, as well as a host of fitness, cultural and educational programs for all ages.

Besides being home to five restaurants, a bar and a seasonal café, the eight-story facility features seven overnight Guest Studios and superlative meeting, party and conference facilities.

In 2018, the Club was named in the Platinum City Clubs of the World top 100 list by the Club Leaders Forum. The accolade

followed the Club's Distinguished Club recognition by the BoardRoom magazine the year before.

The US ambassador to Japan serves as the honorary president of the Club.