



【英語有の企業受付】 外資系不動産会社×年収300～350万円@東京

【契約社員or正社員】 英語が活かせる外資系不動産会社での企業受付のお仕事です。

Job Information

Recruiter[JobImpulse](#)**Job ID**

1417085

Industry

Real Estate Brokerage, Management

Company Type

International Company

Job Type

Contract

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

3 million yen ~ 3.5 million yen

Work Hours

8:00-19:00の間で実働8時間、休憩1時間にてシフト制

Holidays

土日祝日休み

Refreshed

April 23rd, 2025 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation (Amount Used: English usage about 25%)

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【受付業務】

- ・ 来客対応、会議室への誘導案内、社内への取次
 - 【会議室予約管理】
 - ・ 電話／メールでの新規予約、変更、キャンセルなどのリクエスト対応
- 【代表電話対応】

Required Skills

【必須】

- ・ 企業受付経験者
- ・ 日常会話レベルの英語力
- ・ PC基本スキルをお持ちの方（word、excel）

【歓迎】

- ・ ビジネスレベルの英語力
- ・ 接客経験者・チームワークを重視する方
- ・ ホスピタリティマインドの高い方

Company Description

Job Impulse

your qualified provider of personnel service

JobImpulse is a global employment services company. We are, with heart and soul, committed to bring people and their chosen professions together. We have been and we still are a successful gateway within the job market linking supply and demand. We are fully aware of the needs and demands of our customers and employees and can therefore effectively contribute to their lasting success. JobImpulse is an established entity on the personnel services provider market. We are fast, flexible and unbureaucratic. This ensures custom and integral human resources solutions through competence, expertise and know-how.

The continuous growth of the JobImpulse Group ensures the expansion of our comprehensive services. Companies from different business branches have been relying and trusting our services for years. By utilizing our international contacts and experiences, we are able to find the fitting employee for our clients, at home and abroad. JobImpulse is always close at hand; where you need us, for example in Poland, Slovakia, Hungary or Mexico.