



## Hotel Administration Assistant ◆ N2/N1 OK! ◆ JP residents only

**[Niigata] Employee dormitory available**

### Job Information

#### Hiring Company

[Yuu Hotels & Resorts](#)

#### Job ID

1441783

#### Industry

Hotel

#### Job Type

Permanent Full-time

#### Location

Niigata Prefecture

#### Salary

Negotiable, based on experience ~ 4 million yen

#### Refreshed

July 4th, 2024 05:00

### General Requirements

#### Career Level

Entry Level

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

#### Hotel Administration Assistant Position

We are an international lifestyle and real estate company that is developing ski resort properties and related projects in Akakura Onsen, the heart of the Myoko Kogen ski area in Niigata. Established in the 1930's as Japan's first international mountain resort and is a traditional mountain retreat for Japan's imperial family, Myoko Kogen still retains its rich Japanese culture but is increasingly popular with international travellers due to the quality and quantity of the world famous JAPOW.

As the group expands its activities with the launch of more properties and projects in the coming seasons, we are looking for an **Administrative/Operations Assistant** to come on board to:

- Support day-to-day operations and communications with various parties, particularly in Japanese.
- During the green season, the role will involve supporting our Head of Development in local liaison with various stakeholders, including potential suppliers and vendors.
- In the winter season, the role will transition into boutique Hospitality Operations to help our group provide the best stay and memories for our guests.

#### About Akakura Onsen

- Comparable snowfall (more in fact), size and lift infrastructure vs Niseko
  - Hub to many nearby resorts e.g. Madarao and Tangram, Lotte Arai, etc., collectively a much bigger ski universe (heart of the Japan Alps)
  - Relatively easy access from Tokyo
  - Particularly attractive to those looking for a more cultural experience - Akakura Onsen is a traditional hot spring village gathering popularity with international visitors
- 

## Required Skills

### **The candidate we are looking for ideally possesses the following qualities:**

- Bilingual (Japanese business conversational, with a good command of spoken and written English)
- Japanese is used when coordinating with local vendors and liaise with local authorities
- Detail-oriented, organized and methodical in approach to systematically follow through various tasks
- Hospitality experience and enjoys facing guests
- With basic Microsoft Office (Word/ Excel) experience and can handle or learn how to use booking software
- A love of the mountains and genuine enthusiasm for the area (with the ability to live in Akakura Onsen for extended periods - accommodation will be provided with travel allowance)
- A love of winter sports also generally preferred but not a requirement
- A team-player with an entrepreneurial spirit, can-do attitude and not afraid to solve problems
- Drivers license

In return the position offers exposure to an exciting international team developing unique offerings and experiences in a pristine part of Japan with opportunities for advancement and paid accommodation.

---

## Company Description

### SPEND A SPECIAL VACATION IN JAPAN'S SNOW COUNTRY

Hotel Alp Myoko is located between two ski runs in Myoko Kogen, Akakura.

Your ski stay begins with a start from the hotel entrance, which happens to be a ski run. The hotel is located just above the central lift platform of both Akakura Onsen Ski Resort and Akakura Kanko Ski Resort. Both resorts are perfect ski in / ski out.

After a day skiing, relax and heal your body in the indoor and outdoor natural hot spring baths, and for dinner, we offer a Japanese fusion contemporary dining experience created by our talented emerging chefs.

We are a 5-minute walk to the main street of Akakura Onsen, where you can find shops, restaurants. Enjoy the local nightlife.

The exterior of the building incorporates the style of Zermatt, a sister city of Myoko City. There are 9 Japanese-style rooms, 9 newly renovated Western-style rooms, and 1 Japanese-Western penthouse room. The hotel undertook significant renovations in 2020 to update the western rooms, onsen, restaurant and communal spaces. With new management working alongside the traditional owners, Alp provides the perfect balance between both a traditional and contemporary experience.