



企業受付 / Guest Service Ambassador ※外資系ソフトウェア企業担当※

大手町の高級オフィスビルが職場です

## Job Information

### Hiring Company

Drake Business Services Japan K.K.

### Job ID

1469169

### Division

総務

### Industry

Temp Agency, Outsourcing

### Company Type

International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Chiyoda-ku

### Salary

3 million yen ~ 4 million yen

### Work Hours

シフト制 ※早番 8時30分~17時30分, 中番9時~18時, 遅番 9時30~18時30分 ※残業・夜勤無し

### Holidays

完全週休二日制 (土日祝)

### Refreshed

December 19th, 2024 10:00

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Mid Career

### Minimum English Level

Daily Conversation

### Minimum Japanese Level

Fluent

### Minimum Education Level

High-School

### Visa Status

Permission to work in Japan required

## Job Description

### ★アピールポイント

- ・ 来客や電話対応で英語が活かされます
- ・ ジャケットが支給されます

- ・ 残業・夜勤無し
- ・ 初年度から有給休暇10日＋傷病休暇5日付与

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Receptionist/Guest Service Ambassador:

Receptionist/Guest Service Ambassador will be working together with Tokyo office admin team to support daily office admin. The person profile will be someone with 1-3 years of primarily Receptionist work experience. The candidate should have easy approach and good team player personality and proactive on communication, familiar with PC skills particular with MS Outlook, Excel and Teams. Business English communication skills is required.

Working Hours: Monday-Friday excluding Japan public holidays, 8:30am – 6:30pm Japan Standard Time with 1 hour lunch break. (each staff 8hour/day, 3 shifts. )

Specific responsibilities include, but are not limited to:  
Work at Reception desk and greet visitors including proper registration  
Answer & handle incoming phone calls in good manner  
Act as first point of contact to visitors and staff and assisting their needs and requests  
Maintain cleanliness & tidiness of reception area when needed Manage meeting room.  
Assist guests from meetings/conference/events and help on tidiness and cleanliness when needed afterwards  
Supporting for arranging security cards(ID cards), building admission card/code.

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## Required Skills

**Required skills :**  
Reception and telephone service  
English conversation (email, business calls, etc.)  
Basic PC operation (mainly outlook, teams, excel)

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## Company Description