



【総合系人事】 フランス発大手外資系ホテルでのビザ申請業務

★国際的な職場環境★フラットな社内組織

Job Information

Hiring Company

Okawa.Co.,Ltd.

Subsidiary

株式会社Clubmed (採用代行先は大川株式会社)

Job ID

1479724

Industry

Hotel

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Hokkaido

Salary

4 million yen ~ 6 million yen

Work Hours

シフト勤務

Holidays

シーズン期間中：週1日休み/Off Season期間中：週休2日（土日）

Refreshed

August 6th, 2024 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Other Language

French - Business Level

フランス語は望ましいですが、必須ではありません

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

- **Company details**

Clubmed was founded in 1950 and it created the all-inclusive vacation concept, Club Méditerranée has been the world leader on its market, and has developed a resolutely upscale, friendly and multicultural spirit. Club Med boasts 70 resorts located in the most beautiful sites in the world, a cruise ship and Luxury Villas & Chalets and, now more than ever, is associated with dreams and happiness. There are 20,000 Gentle Organizers (G.Os) and Gentle Employees (G.Es) at Club Med, who work in the villages, but also at the Paris, Lyon, Singapore, Shanghai, Rio de Janeiro and Miami headquarters, in the sales offices situated in dozens of countries and in travel agencies.

- **Purpose of the position**

Main responsibilities of a person in this position are visa application of our non-Japanese Staff working in the resorts.

We have over 80 resorts worldwide and the resort staff transfer from resort to resort every 6 months or 1 year. In Japan, we have five resorts and more than 60% of the resort staff are non-Japanese. Since this position requires to communicate with many stakeholders such as HR in the resorts and other HR offices, immigration officers, etc., good communication skills both in Japanese and English are necessary.

- **Operational missions**

Mission 1:

- Coordinate the collect of documents required by Immigration.
- Submission of documents and update the visa tracking and resorts files.
- Follow up of COE (Certificate of Eligibility) for those non-Japanese Staff who will work in the Japan resorts.

Mission 2:

- Coordinate and maintain the communication with Immigration, TAS, HRBP and village.
- Anticipate and alert HR Sector if delay on COE approval.

Mission 3:

HR administration support for Japanese Staff

- **Responsibilities**

- Responsible for the visa applications for non-Japanese staff.
 - HR administration support for Japanese GO (resorts only not office)
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Required Skills

- 1 to 3 years' experience of administration work or experience as assistant HR manager resorts
 - **Experience for visa applications for non-Japanese staff**
 - Good communication skills, detail-oriented, high administrative skills, organization skills, multi-task skills
 - Business level Japanese, Business level English or French (writing, reading, listening and speaking)
 - Entrepreneurial spirit, persistent & demanding, open-minded, team player.
 - **The position is required for working at a resort Hotel in Hokkaido (Kiroro or Sahoro)**
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Company Description