



【In-house cafe staff】 NEW office to open on 2024/7/16

Foreign logistics company

Job Information

Hiring Company

ESR LTD.

Job ID

1484624

Industry

Real Estate Brokerage, Management

Job Type

Contract

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Roppongi Station

Salary

3.5 million yen ~ 4 million yen

Refreshed

June 27th, 2024 16:38

General Requirements

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

High-School or Below

Visa Status

No permission to work in Japan required

Job Description

★ Job Attraction ★

- Working in a brand new office opening Roppongi
- No restaurant experience necessary
- Weekends and holidays are off
- Visa support is available

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In-house cafe staff
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This job involves serving coffee and soft drinks at the counter bar in the office social lounge.

Job Summary

- Serving coffee and soft drinks to employees and visitors
- Guiding visitors to the office
- *duties include viewing the conference room reservation screen and guiding them to the conference room and making contact by internal phone

- Beer and other alcoholic beverages will be served after 5pm in the evening.
 - *The bar is expected to be open from 5pm to around 7pm (not every day)
 - *After 6:00 p.m., it can be treated as overtime and only expected on days when you are able to stay behind.
- Setting up when coming to work and cleaning up at the end of the day (cleaning the beer tap and espresso machine, etc.)
 - *Espresso machine is semi-auto type, no professional skills are needed
 - *A dishwasher and ice machine are in the office as well

[Job Type]

Contract
1 year renewal

[Location]

7-7-7 Roppongi Minato-ku,Tokyo
Hibiya Line, Roppongi Station

[Break and lunch]

Seats will be set up in the office as a break and lunch area.
You can leave your belongings there.
There is a changing room with a shower room on the floor, so you can change clothes there.

[Salary]

Expected salary :3.6 million yen
Monthly salary of about 300,000 yen
Overtime allowance available for overtime

[Work Hours / Holidays]

From around July 16-18, work a few hours a day as a preparation period,
From July 22, work full time from 9:00 to 18:00 (break from 12:00 to 1 hour, closed on weekends and holidays)
The cafe is basically run by one person, but you will cooperate with assistants from other departments to order supplies and handle visitors. There are days when we arrange for support staff to work shorter hours at night, so you can take time off by organizing your shifts.

Required Skills

[Required Skills]

- Hospitality related experience (part-time experience is acceptable)
 - Restaurant, airline attendant, receptionist, hotel, etc.
- Must be willing to wash dishes (dishwasher available) and clean.
- Locker room can only be used by women, so women are encouraged to apply for this position

Company Description