



Property Compendium PM | ホテル内の各コンテンツに一貫した最新情報を提供する役割を担っています。

宿泊施設の運営と顧客体験に欠かせないお仕事 ※6ヶ月間（6月～11月）の契約社員

## Job Information

### Hiring Company

Niseko Alpine Development (NISADE)

### Job ID

1491309

### Industry

Hotel

### Job Type

Contract

### Location

Hokkaido

### Salary

Negotiable, based on experience

### Refreshed

August 29th, 2024 15:59

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

The Property Compendium Project Manager will play a pivotal role ensuring consistent and up-to-date information is provided across hotel compendiums for a seamless guest experience throughout their stay.

With exceptional organizational and writing skills, attention to detail, interest in gadgets and technology and an ability to work independently, you will thrive in this position, while enjoying traveling around the vibrant surroundings of Niseko. This is a contract role for 6 months (June - November), that is integral to the overall operations of the Property Management and Guest Experiences team.

※ Review and update the information book (compendium) for 18 accommodation facilities (700 units) managed by The Luxe Nomad/NISADE in Hokkaido (Niseko, Furano, Rusutsu).

- Review and update hotel compendiums across The Luxe Nomad/NISADE's 18 properties/700 units in Hokkaido (Niseko, Furano and Rusutsu)
- Work in conjunction with Hotel Operations, Guest Services and Property Owners Team to access properties and

systematically review appliances and amenities in each room

- Work in conjunction with Hotel Operations, Guest Services and Property Owners Team to detail the appliances, services and dining, local information, safety, rules & regulations, property & general info in hotel compendiums is correct and up to date
- Work with revenue team to ensure that information (factsheet info, hotel features, amenities, points of interest) is updated on all online listings and help cross check active listings on managed OTAs and websites
- Maintain efficient and accurate record-keeping of property and room details
- Translate compendiums into both Japanese and English
- Maintain regular communication between teams

#### **ABOUT THE COMPANY**

The Luxe Nomad, Asia-Pacific's leading luxury Vacations Rental and Management company has been announced as a majority stakeholder of NISADE, Hokkaido's largest and longest-established Property Management Business, to set new standards in the delivery of guest experience and service.

Headquartered in Singapore with exclusively managed properties in Bali and Thailand, The Luxe Nomad has established itself as a leading travel agent in Niseko since 2015. Rated excellent on Trustpilot and with over 141,000 followers on Instagram, The Luxe Nomad is known for its agile marketing approach, having worked with regional and global celebrities and influencers.

Our mission is to champion, inspire and enable our guests to travel well. We take pride in our attention to detail, our focus on excellent service, and building personal connections with our guests. By taking the guesswork out of your holiday, we invite you to "Dream a little. Travel a lot."

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#### **Required Skills**

- Experience in the travel or hospitality industry, preferably in a marketing or service provision role
- Native level of Japanese, and has in-depth knowledge of the Japanese culture
- Strong attention to detail when writing or translating to or from Japanese.
- Ability to take responsibility for own projects and timelines
- Experience in copywriting and blog writing and adjusting a tone of voice to match the brand.
- Professional, courteous, and friendly manner and be a good team player
- Some knowledge in Adobe/Canva or Graphic Design would be desirable.
- Hold a Japanese driver's license
- Basic English communication skills

#### **SKILLS**

Independent and Reliable | Attention to detail| Efficient | Excellent writing skills | Honesty| Multitasking | Personable Demeanor | Resourcefulness | Adaptability | Quick-thinking | Problem-Solving | Ability to Meet Deadlines

#### **SALARY PACKAGE/BENEFIT**

Monthly Base : JPY 300,000 ~ 400,000

- Competitive Salary Package
- Recreational Allowance
- Annual Leave
- Bonus Scheme
- Regular Company Events
- Annual Company Trip

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#### **Company Description**