



Guest Relations Officer - Naeba

Job Information

Hiring Company

[Wyndham Destinations Japan Ltd.](#)

Subsidiary

Wyndham Destinations Japan LTD

Job ID

1495308

Industry

Hotel

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Niigata Prefecture, Minami-uonuma-shi

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 12:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

POSITION REPORTS TO: Operations Manager

POSITIONS REPORTING TO THIS POSITION: Room Attendants

KEY RELATIONSHIPS:

Internal: Reservations, Guest Relations, Guest Services, Housekeeping, Food & Beverage, Kitchen

External: Guests, Vendors, Suppliers, Contractors

PRIMARY OBJECTIVES:**PRINCIPAL RESPONSIBILITIES: (Include but not limited to:)**

- Greet all guests at all times in a friendly and helpful manner and attempts to learn and use guest's name at every opportunity.
- Register and rooms all arrivals according to established procedures.
- Maintain intimate knowledge of departmental standards and procedures.
- Perform check in, check out and room change procedures and ensures all data are entered completely into the hotel systems in accordance with reservation.
- Maintain cashier float and ensures accurate daily report of all money received.
- Cash hotel guest's personal and travelers checks and assists with currency exchange.
- Keep abreast of all modifications to accounting policies and procedures.
- Responsible and attends to guest's request of using the service of safety box at all times.
- Knowledgeable of all special promotion procedures, for programs such as: Seasonal Packages, Wyndham Rewards programs.
- Attend to guest's complaints, inquiries and requests, referees problems to Operations Manager and Guest Relations Manager if he/she unable to assist.
- Do everything possible to ensure that the guests depart the hotel with a positive impression of hotel service.
- Perform the audit balances and prepares all works for audit in an orderly fashion.
- When on night shift, checks night report, prepare the morning report and prepare all necessary forms for the guest arrival.
- Maintain comprehensive knowledge of standard reservation procedures including correct forms to use, how to read telex, e-mail, messages, and how to interpret availability sources within the reservation systems.
- Take personal interest and pride to ensure that the front desk work area is kept clean and in an orderly state all times.
- Endeavor to maintain the high standards of the hotel with particular regard to the importance of Wyndham Rewards member and other VIP's and with reference to hotel and to be a health or safety hazard.

Required Skills**KEY POSITION CRITERIA:**

- Able to work in multi- environment.
- Good communication skills.
- Good Interpersonal Skills.
- Proficient in the use of Microsoft Office and Front Office System.
- Fluent in Japanese.
- Second foreign language is preferred.

Company Description