



OPERATIONS LEAD | 外資宿泊施設の運営管理（BtoC対応経験もしくはビル管理経験者歓迎）

TO EMPOWER LIVING IN A CONNECTED WORLD

## Job Information

### Hiring Company

inthehood, LLC

### Subsidiary

Dash Living

### Job ID

1495739

### Industry

Other (Real Estate, Construction)

### Company Type

Small/Medium Company (300 employees or less)

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Minato-ku

### Salary

4 million yen ~ Negotiable, based on experience

### Refreshed

December 25th, 2024 09:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level (Amount Used: English usage about 50%)

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

### ≪本ポジションの魅力≫

- 香港・シンガポール・東京・シドニーで展開する不動産ビジネスを展開
- 日本国内では観光地として人気の東京・京都エリアを中心にホテル、民泊、サービスアパートメントの運営管理を行う。
- 本ポジションでは、物件（マンションやアパートメント）の運営管理、品質管理、関係者との調整などを担う。
- 不動産業界・ホテル業などホスピタリティ業界の経験者大歓迎

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**About The Job**

To empower "living" in a connected world! Dash Living is Asia Pacific's new generation of rental solutions in Hong Kong, Singapore, Tokyo, and Sydney. We are creating a global accommodation community through sharing economies, tech, and unique tenant experiences, empowering discerning urban professionals to live and thrive in the most expensive cities in the world. Founded in 2014, venture capital backed by MindWorks Ventures, Grosvenor, Taronga Ventures, and more.

IntheHood is a homegrown Japanese hospitality group established in 2015 by a group of passionate individuals from around the world. In August 2022, IntheHood joined the family of Dash Living. We want to challenge the way travelers view Tokyo's diverse neighborhoods through local eyes and unique storytelling.

**WHAT YOU'LL DO**

- Take initiative to ensure high satisfactory room standards for our properties through quality control and property maintenance management
- Reporting directly to the Head of Operations, you will also be liaising with local stakeholders (such as building management, asset management companies) and customer service teams to ensure necessary inspections and maintenance events are smoothly managed.
- Problem solving and handling emergency issues related to the properties and/or guest needs and reporting directly to the appropriate parties.
- Manage, monitor, and act as a mentor towards the junior staff members to take necessary actions in an effective and efficient method.
- Managing and maintaining good relationships and service levels with vendors.
- Weekly reporting to the Head of Operations.
- Other ad-hoc duties as assigned by the supervisor.

**WHAT WE OFFER**

- Being a passionate creator and influencing Japan's hospitality market
- Ability to experience other business functions and room for growth within
- Immersion in a dynamic entrepreneurial environment
- Bottomless artisanal coffee, tea, and beer!
- Flexible working locations throughout the city
- Networking and meeting guests from around the world

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**雇用形態**

正社員(最初の6か月のみ有期契約社員)  
試用期間：契約の更新 有(契約期間満了時の業務量、勤務成績により判断)  
通算契約期間は上限無し

**年収**

想定年収400万円～ ※経験考慮の上、応相談

**勤務先**

本社(東京都港区西新橋1-1-1WeWork日比谷フォートタワー10-121)  
毎週金曜日リモートワーク可  
受動喫煙防止措置：屋内禁煙

**勤務時間**

午前9時30分～午後18時30分 (休憩：午後12時00分～午後13時00分)  
時間外労働：あり(月平均20時間)

**休日休暇**

完全週休二日制 (シフト制)

**手当/福利厚生**

- 加入保険：健康保険、厚生年金保険、労災保険、雇用保険
- 交通費全額支給 (上限3万円/月)

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**Required Skills****応募必要条件**

業務：下記いずれかの業務経験が2年以上

- ホテル、レストラン、サービスアパートメント、民泊などにおける業務経験
- ビルマネジメント会社(設備管理会社)における業務経験

スキル

- 日本語ネイティブレベル、英語ビジネスレベル
- 日本国内にける就労ビザの取得者

#### 活躍される人物像

- 日本の不動産市場やインバウンド事業におけるカスタマーサービスに関心がある
- 問題解決能力と批判的思考力

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#### Company Description