



Operations Executive 【*working experience in guest service】

都内WeWork勤務/グローバルホスピタリティ企業/経験者優遇

Job Information

Hiring Company

[inthehood, LLC](#)

Subsidiary

inthehood by Dash living

Job ID

1511529

Industry

Real Estate Brokerage, Management

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Yamanote Line, Shinbashi Station

Salary

3 million yen ~ 4.5 million yen

Work Hours

9:30~18:30 (休憩時間: 60分)

Holidays

完全週休2日制(シフト制)、祝日、夏季休暇、年末年始休暇等

Refreshed

March 25th, 2025 12:00

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

【Attractive point of working at inthehood】

- **Established in 2015**: A hospitality group composed of members from around the world.
- **Adaptable Living**: Provides lifestyles tailored to diverse needs, including inbound travelers and nomadic workers.
- **Operations and Property Management**: Manages concept-based accommodation facilities under the "inthehood" brand.
- **Prime Locations**: 90% of managed properties are located inside the Yamanote Line. While most tasks are office-based, periodic site visits are required.
- **Global Collaboration**: Works in coordination with an overseas operations team to manage properties efficiently.

<Position Operations Executive>

- Implementing operation plans related to the housekeeping division
- Liaising with housekeeping and customer service teams to ensure smooth communication
- Ensuring high satisfactory room standards for our properties through quality control and property maintenance management.
- Managing and maintaining good relationships and service levels with vendors
- Handling emergency issues related to the properties or guest needs and reporting to the supervisor.
- Managing multiple Online-Travel-Agency (OTA) channels and updating Property Management Systems (PMS) according to operational requirements.
- Weekly reporting to the Operations lead
- Other ad-hoc duties as assigned by the manager

Employment Type

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

Salary Range

想定年収300万円～450万円
 ※ご経験に応じて応相談。

Work location

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)
 毎週金曜日モートワーク可
 受動喫煙防止措置 : 屋内禁煙

Working/Break Time

9:30～18:30 (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)

Holidays

完全週休二日制 (シフト制)

Benefits Program

- 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)
- 希望者産休取得率100%
- 都内に多数拠点があるシェアオフィスWeWorkで勤務

Required Skills

WHAT WE'RE LOOKING FOR ●

- A minimum of 2 years working experience in guest service/ hospitality/ service apartment sectors.
- Bachelor's degree focused on hospitality, restaurant management, or business administration
- Interested in the Japanese real estate market
- A people-first attitude with good communication skills
- An entrepreneurial mindset and ready to get hands dirty
- Well-organized and detail-oriented
- Great problem-solving and critical thinking skills
- You can legally work in Japan, Working Holiday Visa candidates can be considered
- Proficiency in G-Suites/ MS Office
- Proficiency in business level Japanese and are able to convert in basic English

【こんな方が活躍できる！】

- ★建設業界や不動産業界で技術経験がある方。(設計・施工管理・インテリア)
- ★不動産業界での仲介物件管理経験がある方。
- ★民泊運営経験がある方。
- ★ホテルのハウスキーピングの経験もしくはマネジメント経験がある方。
- ★不動産業界への興味関心、またグローバルチームでの仕事に興味がある方。

Company Description