



## 【Membership Member Liaison】 procedural and Operation

### Job Information

**Hiring Company**

[Tokyo American Club](#)

**Subsidiary**

Tokyo American Club/ well-known and highly reputed private club

**Job ID**

1514042

**Industry**

Other (Hospitality)

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Nanboku Line Station

**Salary**

3 million yen ~ 3.5 million yen

**Work Hours**

9:00- 17:30 OR 9:30-18:00 (7.5 hrs / day)

**Holidays**

Annual vacation will be given in line with Japanese Law 3 days o

**Refreshed**

January 22nd, 2025 13:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Native (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Fluent

英語使用率100%

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

This position is responsible for full cycle of Member's new entry, change of types of the memberships, and resignations. Membership Office is the team that makes first and last impression of Tokyo American Club as whole, therefore high sense of hospitality and accuracy and attention to details for are required

■**Employment** : Full-time

### ■**Responsibility**

- Greeting and making cards for members at the counter
- Respond promptly to incoming calls and emails, address inquiries and provide accurate information to members.
- Explain membership application procedures and benefits to prospective members.
- Guide members through the application process for Temporary Visiting Family, Adult Family, Domestic Helper, and Bona Fide membership, resignations, and membership conversions.
- Provide support in organizing monthly interview receptions and new member orientations.
- Input all received applications in the membership database system, update member information accurately and in a timely manner.
- Provide administrative support including office inventory management, document scanning and filing, web account maintenance.
- Any ad-hoc duties to support supervisor or manager

### ■**Compensation and Benefits**

- Health insurance, Pension, Employment insurance, Industrial accident insurance
- Retirement Allowance
- Group Life Insurance
- Staff Canteen at a subsidized price
- Commuting allowance (with tax-free upper limit)
- Annual Health Check
- Annual Employee Recognition Party

### ■**Salary**

Full-time/¥280,000 - ¥350,000 / Monthly

### ■**Holidays**

Annual vacation will be given in line with Japanese Law  
3 days of summer vacation

### ■**Working Hours**

5 days/week on shift schedule  
9:00- 17:30 OR 9:30-18:00 (7.5 hrs / day)  
Some late shift will apply due to new member Interview Reception and Orientation

### ■**Location Details**

東京都港区麻布台2-1-2

## Required Skills

### Key Qualifications

#### Required:

- Experience Minimum 3 years of working experience
- Skill Basic computer knowledge in MS Excel, Word and Outlook Strong interpersonal skill (in person, virtual or over e-mails)
- English Above Business level
- Japanese Business level

#### Other

- Applicants hold valid working eligibility in Japan at the time of lodging the applications.

## Company Description