



## 【Membership Member Liaison】 procedural and Operation

### 募集職種

#### 採用企業名

一般社団法人 東京アメリカンクラブ

#### 支社・支店

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

#### 求人ID

1514042

#### 業種

その他（サービス）

#### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

#### 外国人の割合

外国人 多数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 最寄駅

南北線駅

#### 給与

300万円 ~ 350万円

#### 勤務時間

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

#### 休日・休暇

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

#### 更新日

2025年01月22日 13:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ネイティブ (英語使用比率: 75%程度)

#### 日本語レベル

流暢

英語使用率100%

#### 最終学歴

大学卒 : 学士号

#### 現在のビザ

日本での就労許可が必要です

## 募集要項

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

## スキル・資格

### 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.

## 会社説明