

### [About our Client – The Hyatt Regency Tokyo]

The Hyatt Regency Tokyo is a historic luxury hotel located in the heart of Tokyo. With 700 renovated rooms and a refurbished lobby, it will undergo a complete transformation, expected to be completed around May 2025. In this rejuvenated environment, you can work in a wonderful setting, catering to guests from various countries. With the motto "Bring peace to those who arrive and happiness to those who depart," we all work together enthusiastically and harmoniously.

**Company Website:** <https://www.hyatt.com/en-US/hotel/japan/hyatt-regency-tokyo/tyoty>

**Address:** 2-7-2 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-0023

### [Requirement]

The client is looking to hire **Hotel Staff** in Japan under the SSW program. Given below are the detailed requirements and process:

<b>Position</b>	Hotel Staff
<b>Employment Type</b>	Full-time employee (*Probation period: 3 months)
<b>Gross Salary</b>	<p><b>Gross Salary: 226,500 yen per month</b></p> <p>*Separate overtime allowance, late -night allowance, early morning shift allowance, late -night allowance</p> <p>** The salary includes Meal Allowance (6,500 yen + taxes – approx 7,150 Yen per month and taxes and social insurance premium (approx 45,300 Yen Per Month)</p> <p><b>In Hand Salary (Gross Salary – Meal Allowance – Taxes &amp; Social Insurance Premium): 174,050 yen per month</b></p>
<b>Salary Increment</b>	Once per year
<b>Bonus</b>	Twice per year (July and December) subject to satisfactory performance for up to 3 months of basic salary

<p><b>Job Description (Roles)</b></p>	<p><b>1. Customer Service at Banquet Halls</b> – To manage all the services related to banquet halls</p> <ul style="list-style-type: none"> <li>➤ Serving people food and drinks</li> <li>➤ Hygiene management (include cleaning the tables and floors, polishing glasses etc)</li> <li>➤ Organizing amenities</li> <li>➤ Taking care of all activities of banquet halls</li> <li>➤ Coordinating with staff if hall is ready before the event</li> <li>➤ All things are arranged as per what guests wanted, including food drinks arrangement, etc.)</li> </ul> <p><b>2. Bell &amp; Front Desk Staff</b></p> <ul style="list-style-type: none"> <li>➤ To support in Check-in/check-out, reservation orders, telephone support, in-house information, guidance to rooms, luggage storage, and cleaning the check-in counters and luggage cart, cleaning staff rooms, etc.)</li> </ul> <p><b>3. Customer Service at Restaurants and Bars</b></p> <ul style="list-style-type: none"> <li>➤ To manage all the services related to restaurants and bars (including serving people food and drinks, organizing amenities, hygiene management, etc.)</li> <li>➤ Hygiene management may include cleaning the table, floors, and toilets, etc.</li> </ul> <p><b>4. Other Activities</b></p> <ul style="list-style-type: none"> <li>➤ Additionally, the candidates may assist in ‘Room Inspection’ during busy periods to make them ready for the next guests by housekeeping staff, including placing amenities and finding lost items and sometimes making the rooms ready including cleaning toilets by yourself if necessary.</li> </ul>
<p><b>Number of Positions</b></p>	<ul style="list-style-type: none"> <li>➤ Banquet Hall Service Staff – 5</li> <li>➤ Bell and Front Desk Staff – 8</li> <li>➤ Restaurant Service staff – 5</li> </ul> <p>All the candidates should be willing to perform all the job responsibilities as listed above; as they will be involved in all the duties, as per the requirements.</p>

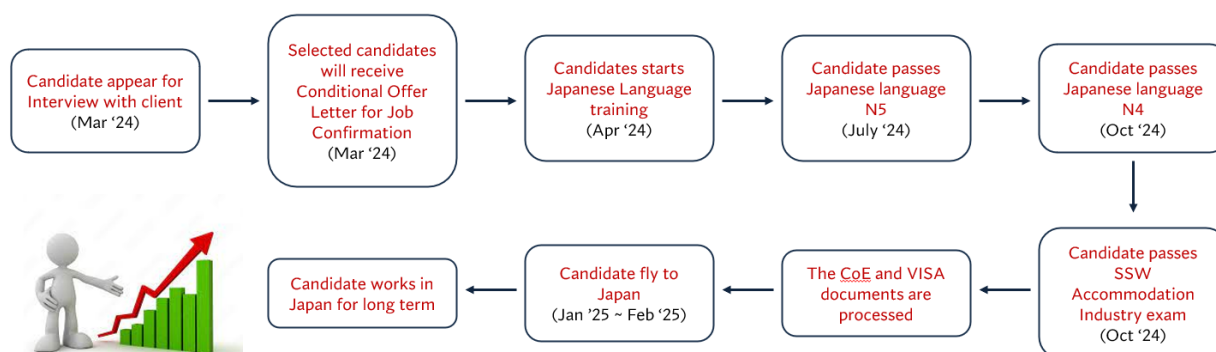
<b>Workplace</b>	Tokyo
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>➤ Monthly rotating work hours system (for example, 6:30 ~ 15:00, 8:00 ~ 16:30, 9:00 ~ 17:30, 10:00 ~ 18:30, 13:00 ~ 21:30, 14:30 ~ 23:00, etc. (including 1 hour break). Some sections may involve overnight shifts.</li> <li>➤ Annual Holidays: 123 days</li> <li>➤ Other: There are special vacations, congratulations, pre-childbirth leave, childcare leave, etc.</li> </ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>➤ Insurance: Employees' Pension, Health Insurance, Employment Insurance, Workers' Compensation Insurance</li> <li>➤ Full reimbursement of transportation expenses (based on the company's designated commuting route)</li> <li>➤ Health checkups (twice a year)</li> <li>➤ Provision of uniforms and lockers</li> <li>➤ Employee cafeteria</li> <li>➤ Preferential rates for domestic and international stays at Hyatt hotels based on years of service.</li> <li>➤ Indoor smoking allowed (designated smoking booths available)</li> <li>➤ Internal training and correspondence education programs</li> <li>➤ Membership in the welfare club 'Lilo Club,' recognition system</li> <li>➤ Employee appreciation festival</li> <li>➤ Award System</li> <li>➤ Summer family party</li> <li>➤ Year-end-party</li> <li>➤ Employee recreation, etc.</li> </ul>
<b>Desired Candidate Profile</b>	<ul style="list-style-type: none"> <li>➤ Having strong communication skills and value teamwork.</li> <li>➤ Possess a curiosity towards new technologies and demonstrate a proactive attitude towards learning.</li> <li>➤ Can intuitively understand customer needs and find joy in fulfilling them.</li> </ul>

- Overall, the candidates have the potential of saving approximately INR 50,000/- to INR 70,000/- per month.
- The candidates can stay in Japan up to 5 years with possible further extension to stay for long term employment visibility.
- The candidates are allowed to switch jobs during their employment in Japan.

### [Eligibility Criteria]

Qualification	<ul style="list-style-type: none"> <li>➤ <b>For candidates who are FRESHER with No experiences:</b> <ul style="list-style-type: none"> <li>○ Graduated with a Hospitality Management diploma or degree and having exposure in internship / OJT.</li> <li>○ Who are willing to learn Japanese Language full-time for approx. 9 months to pass the SSW related exams successfully to obtain the work visa)</li> </ul> </li> <li>➤ <b>For Candidates who have experiences, we are expecting:</b> <ul style="list-style-type: none"> <li>○ Candidates to have experience in Restaurant (or) in the Hotel Industry.</li> <li>○ Who are willing to learn Japanese Language full-time for approx. 9 months to pass the SSW related exams successfully to obtain the work visa)</li> </ul> </li> </ul>
Age	20 ~ 27 Years
Gender	Any
English Requirement	Good
Documents Requirement	<ul style="list-style-type: none"> <li>➤ Aadhar Card</li> <li>➤ Education qualification certificates</li> <li>➤ Hotel Management Degree</li> <li>➤ Work experience certificate (if applicable)</li> <li>➤ Passport</li> </ul>

### [Process]



### [Interview & Training]

1. Interview Location – Delhi
2. Interview Dates – 27<sup>th</sup> to 29<sup>th</sup> March 2024
3. The selected candidates will undergo full time paid Japanese language training for 9 months by NSDCI in identified location (Gurugram / Dehradun / Hyderabad / Varanasi).
4. Regular interaction with Japanese natives for better exposure.
5. The candidate must pass Japanese Language Exams and SSW Skill Exams as per the schedule.
6. No Recruitment Fees are to be paid by the candidate. Only Japanese Language training fees is being charged.
7. The Accommodation (Hotel) industry test is expected to start in India very soon. In case, the test doesn't start till the candidates are ready, the client will bear one time cost of travel to another country to appear for the test.

### [Fee for the Candidates]

Particulars	Amount (INR)	Remarks
Japanese Language Training Fees	INR 75,000/-	➤ INR 10,000/- Before Interview (to be returned fully if the candidate is not selected in the interview)

		<ul style="list-style-type: none"> <li>➤ INR 15,000/- On Starting the Training Program</li> <li>➤ INR 20,000/- On Passing N5 Exam</li> <li>➤ INR 30,000/- After receiving the CoE</li> </ul> <p>*Skill Loan to be provided for candidates, as per the requirement.</p>
Exam Fees – Japanese Language & SSW Exam	approx INR 7,000/-	To be paid directly to the exam bodies
Medical Exam Fees	approx INR 5,000/-	To be paid directly to the medical exam center
VISA Fees	approx INR 2,500/-	To be paid directly to the Embassy
Boarding & Lodging	To be managed by the candidates	

- The above-mentioned amount is exclusive of GST.
- The flight tickets will be paid by the company (in exceptional scenario, the client doesn't provide the flight ticket then the candidate may have to bear the cost)