



Welcome OPT!

Kaina Hale Hawaii Realty, Inc. is looking for OPT as real estate and vacation rental assistant.

Job is both office work with computer and field work at condominium for vacation rental.

Daily task

- Reservation
- Respond to email inquiry
- Respond to phone inquiry
- Send check in remainder email
- Reply to Escapia Lead Management
- Newspaper research
- Prepare for guest's check in
- Setup unit
- Check USPS mail

Task from 15th to end of the month

- Preparing guest questionnaire for next month
- Check registration information
- Send information request email to the guest who didn't send us registration information
- Preparing registration
- Preparing cleaning list and send it to vendor
- Arranging registration paper, guest questionnaire, and welcome card

Other tasks

- Send registration
- Make Welcome Card
- Refund security deposit
- Check flight information to back-to-back guest
- Purchasing goods at Amazon
- Purchasing good for unit
- Input guest questionnaire to share folder
- Attending repair
- Preparing for monthly webinar

Necessary skill: Communication in Japanese.

Please contact Satoshi for application or question.

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