

Job Detail

Staff Level

Position Title	Travel agency English support
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-09 / 2024-05-09
Job Type	Administrative - Data Entry Education/Training/Language Specialist - Translator Administrative - Sales Assistant/Clerical/Receptionist
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	[English support for travel agencies] This is a sales support job using English at a major travel group company. We sell Japanese travel services overseas. <ul style="list-style-type: none"> • English support for the sales department regarding travel services - Telephone calls and email support for sales • Report to sales regarding external correspondence • Internal system information registration (English notation available) • Creation of English documents (Word/Excel), data aggregation, aggregation
Company Info	Improve your English language skills. It's a rewarding job because you get to try out a variety of tasks. People with strong communication skills and a strong desire to work will be successful. ★ Casual office clothes OK! Recommended for those who like traveling ♪
Working Hours	[Day shift] 9:30-18:00 (actual working time 7 hours 30 minutes) *Work 5 days a week *Overtime is approximately 15 hours per month. *March, April, May, September, October, and November are busy seasons, so overtime hours may increase. (Example of overtime during busy season: 2-3 hours/day)
Qualifications	Technical/Humanities/International Business Interpreter <ul style="list-style-type: none"> - Japanese level: N1 required (certificate required) - Business polite language in Japanese - Business level English - TOEIC score of 750 or higher - More than 1 year of office work experience - Travel agency experience or Excel skills (VLOOKUP, etc. can be built by yourself, etc.) - Basic PC operation (SUM function, spreadsheet, etc.) <p>* Technical/Humanities/International Business, etc., able to handle the relevant work</p> <p>* Able to work in Japan</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Hour Salary	JPY - Japanese Yen 1800JPY
Estimated Annual Salary	By employment history and skills

Salary Description	<p>[Hourly wage] 1,800 yen / No transportation expenses [Monthly salary example] 303,750 yen *Monthly salary example is calculated based on 15 hours of overtime per month. (Overtime pay of 33,750 yen is included) *Salary amount and net amount may differ due to income tax, municipal tax, etc.</p> <p>[Employee benefits] Social insurance, employment insurance, workers' compensation insurance Annual paid leave</p>
Holiday Description	Saturdays and Sundays off (2 days off per week)
Nearest Station	<ul style="list-style-type: none"> • 3 minutes walk from Tokyo Monorail Tennozu Isle Station. • 5 minutes walk from Tennozu Isle Station on the Rinkai Line. <p>*Transportation expenses will not be provided.</p>