

Job Detail

Staff Level

Position Title	English support for travel arrangements
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-09 / 2024-05-09
Job Type	Customer Service - Telemarketing/Telesales Education/Training/Language Specialist - Interpreter Administrative - Data Entry
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	[English support for travel arrangements] - Handling inquiries and support regarding membership registration - Changing and canceling reservation details (answering calls and responding to emails) *Making calls is also available as necessary. - Confirming and negotiating with airlines and hotel agents - Administrative tasks such as data entry
Company Info	You can put your call center experience to good use. This is a rewarding job. We are looking for people who have guided customers on overseas travel package tours, and who have responded to customer travel inquiries over the phone or in person. ★You can wear casual attire such as jeans to work! ★We can also discuss reduced working hours!
Working Hours	[Day shift] 9:00-18:00 *Work 5 days a week *Overtime is about 5 hours per month *Shortened working hours can be discussed. Please contact us for details.
Qualifications	Technical/Humanities/International Affairs Interpreter <ul style="list-style-type: none"> • Business level English • Japanese level: N2 required (certificate required) • Business level or higher Japanese • Able to read and write Japanese • Able to use honorific business language in Japanese • Experience in online overseas travel (overseas air tickets) and hotel reservations • Experience dealing with customers at a travel agency (municipal projects not allowed) • Administrative experience with multiple screens (1 year or more) ※The following would be a plus <ul style="list-style-type: none"> • Qualified general travel agency manager • Experience using the dedicated terminal INFINI or AMADEUS • Experience in wholesale air tickets (sales of travel tours, etc. also acceptable) ※Able to work in Japan
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Hour Salary	JPY - Japanese Yen 1700JPY
Estimated Annual Salary	By employment history and skills
	[Hourly wage] 1,700 yen / No transportation expenses [Monthly salary example] 282,625 yen

Salary Description	<p>*Monthly salary example is calculated based on 5 hours of overtime per month. (Overtime pay of 10,625 yen is included)</p> <p>*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	<p>Shift days off (2 days off per week)</p> <p>*You can request up to 4 days off.</p> <p>*Shifts are confirmed for the 20th to 25th of each month.</p>
Nearest Station	<ul style="list-style-type: none"> • 1 minute walk from Kanamecho Station on the Tokyo Metro Fukutoshin Line • 15 minutes walk from Ikebukuro Station on the JR Yamanote Line <p>*Transportation expenses will not be provided.</p>