

## 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	<p>[English support for travel arrangements]</p> <ul style="list-style-type: none"> <li>- Handling inquiries and support regarding membership registration</li> <li>- Changing and canceling reservation details (answering calls and responding to emails) *Making calls is also available as necessary.</li> <li>- Confirming and negotiating with airlines and hotel agents</li> <li>- Administrative tasks such as data entry</li> </ul>
Company Info	<p>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!</p>
Working Hours	<p>[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.</p>
Qualifications	<p>Technical/Humanities/International Affairs Interpreter</p> <ul style="list-style-type: none"> <li>• Business level English</li> <li>• Japanese level: N2 required (certificate required)</li> <li>• Business level or higher Japanese</li> <li>• Able to read and write Japanese</li> <li>• Able to use honorific business language in Japanese</li> <li>• Experience in online overseas travel (overseas air tickets) and hotel reservations</li> <li>• Experience dealing with customers at a travel agency (municipal projects not allowed)</li> <li>• Administrative experience with multiple screens (1 year or more)</li> </ul> <p>※The following would be a plus</p> <ul style="list-style-type: none"> <li>• Qualified general travel agency manager</li> <li>• Experience using the dedicated terminal INFINI or AMADEUS</li> <li>• Experience in wholesale air tickets (sales of travel tours, etc. also acceptable)</li> </ul> <p>※Able to work in Japan</p>
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
	<p>[Hourly wage] 1,700 yen / No transportation expenses [Monthly salary example] 282,625 yen</p>

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"> <li>• 1 minute walk from Kanamecho Station on the Tokyo Metro Fukutoshin Line</li> <li>• 15 minutes walk from Ikebukuro Station on the JR Yamanote Line</li> </ul> <p>*Transportation expenses will not be provided.</p>