

## Job Detail

Staff Level

Position Title	Travel support for international students in English
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-09 / 2024-05-13
Job Type	Education/Training/Language Specialist - Interpreter Administrative - Sales Assistant/Clerical/Receptionist Administrative - Data Entry
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	<p>[Travel support in English for international students] The university makes various arrangements for accepting international students and travel arrangements for university faculty members on business trips.</p> <ul style="list-style-type: none"> <li>• Arranging hotels and transportation for international students after entering Japan</li> <li>• Arranging airline tickets and hotels for overseas and domestic business trips for university faculty and staff, etc.</li> <li>• Various arrangements and operational assistance regarding university study abroad programs</li> <li>• Input on terminals related to airline ticket reservations, input on travel business systems, input on internal systems</li> <li>• Various data processing, etc.</li> </ul>
Company Info	<p>Support the overseas travel of university-student international students! This job allows you to utilize your experience in the travel industry. People who love traveling are active in this position. ★Office casual attire is OK!</p>
Working Hours	[Day shift] 9:00-17:30 (actual working time 7 hours 30 minutes) *Work 5 days a week *Overtime is approximately 15 hours per month. *Depending on the situation, you may be required to work on Saturdays, Sundays, and holidays. (Shinkyoku available)
Qualifications	<p>Technical/Humanities/International Affairs Interpreter</p> <ul style="list-style-type: none"> <li>• Experience working in the travel industry (continuously for 5 years or more)</li> </ul> <p>*Sales experience, clerical experience, etc.</p> <ul style="list-style-type: none"> <li>• Experience using travel industry systems (terminal experience, knowledge of travel systems, etc.)</li> <li>• Experience with clerical work using Word and Excel</li> <li>• Basic PC skills (Word, Excel)</li> <li>• Japanese at business level or above</li> <li>• Ability to read and write in Japanese</li> <li>• Ability to use honorific business language in Japanese</li> </ul> <p>*The following would be preferred</p> <ul style="list-style-type: none"> <li>• Experience using travel industry systems</li> <li>• TOEIC score of 700 or above, or clerical experience in English</li> <li>• Experience using terminal travel industry systems such as AMADEUS</li> </ul> <p>*Those who can handle the relevant work, such as technical/humanities/international affairs *Those who can work in Japan</p>
Japanese Level	Business Level(JLPT Level 2 or N2)
Hour Salary	JPY - Japanese Yen 1750JPY
Estimated Annual Salary	By employment history and skills
	<p>[Basic hourly wage] 1,750 yen / No transportation expenses [Monthly salary example] 295,313 yen *Monthly salary example is calculated based on 15 hours of overtime per month.</p>

Salary Description	<p>(Overtime pay of 32,813 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	<p>Closed on Saturdays, Sundays, and holidays  *You may be required to work on Saturdays, Sundays, and holidays due to the university calendar, seminars, and events. (Shinkyoku available)</p> <ul style="list-style-type: none"> <li>·Summer vacation</li> <li>·New Year holiday <ul style="list-style-type: none"> <li>· GW vacation</li> <li>· Founding anniversary (October 21st)</li> </ul> </li> </ul> <p>*Working calendar available</p>
Job Contract Period	<p>We will inform you of the selection procedure, so please apply.</p>
Nearest Station	<p>8 minutes walk from Waseda Station on the Tokyo Metro Tozai Line  *Transportation expenses will not be provided.</p>