

## Job Detail

Entries Level

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|---------------------|---|
| Position Title      | Working at a major Japanese travel agency!! Japanese (N1) English required★@ Shinjuku   |
| Recruiter Company   | OPEN LOOP PARTNERS, INC.  |
| Company Name        | Company name is private   |
| Activated / Updated | 2024-03-25 / 2024-03-25   |
| Job Type            | Hospitality Business Specialists - Travel Industry Related<br>Hospitality Business Specialists - Other<br>Administrative - Logistics/Materials & Purchase Control   |
| Industry            |   |
| Location            | Asia Japan Tokyo  |
| Job Description     | <ul style="list-style-type: none"><li>• Email communication in English with overseas travel agencies</li><li>• Create travel itinerary and estimate based on the request details</li><li>• Email and phone communications with domestic travel operators</li><li>• Shipping work</li><li>• Improve and streamline sales activities</li><li>• Management of customer information</li><li>• Other general work associated with desk work such as payment work</li></ul> |
| Company Info        | <p>I work at one of Japan's largest travel agencies.<br/>This position is one where there are relatively many women, so I can make use of my Japanese and English skills.</p> <p>With the increase in inbound tourism to Japan, smooth communication with overseas travel agencies is also required, so those with business-level proficiency in both Japanese and English are welcome! (^)! </p>   |
| Working Hours       | 9:30-18:15 (60 minute break)  |
| Qualifications      | <p>【Prerequisite】<br/>Japanese level native or N1<br/>English level, business level</p> <p>Blank welcome! !<br/>Those with experience in the travel industry or inbound industry are welcome! !<br/>Those with experience in selling travel materials are also welcome! !</p>   |
| English Level       | Business Conversation Level (TOEIC 735-860)   |
| Japanese Level      | Fluent(JLPT Level 1 or N1)  |
| Salary              | JPY - Japanese Yen JPY 2500K - JPY 3500K  |
| Holiday Description | Complete 2-day week (Saturdays, Sundays, and public holidays)<br>winter vacation<br>paid holiday  |
| Nearest Station     | 5 minutes walk from Yotsuya 3-chome   |