

Job Detail

Senior Level

Position Title	[Administration/Reception] Narita private jet business
Recruiter Company	Dimple Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-26 / 2024-05-08
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Hospitality Business Specialists - Travel Industry Related Finance/Bank/Securities/Investment - Administration/Support/Back Office
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	<p>[Business content] You will be responsible for all aspects of customer flow, including reservation acceptance and flight coordination in the private jet business.</p> <p>1. Administrative work</p> <ul style="list-style-type: none"> Reservation reception: Reception of reservation requests from the system etc. Reservation coordination: Receive reservation requests and coordinate with related departments. Reservations and applications for departure and arrival airports. Secure flight resources. Customer relations: Confirmation of meet points, hotels, private cars, etc., necessary reservations, etc. Investigation and contracting of airport wiring, etc. Expense estimation and billing General affairs support (various contracts, accounting, general affairs, etc.) <p>2. Customer service</p> <ul style="list-style-type: none"> Outbound airport pick-up: Pick-up at the meeting point, driving the shuttle, checking baggage, explaining prohibited items, security inspection etc. Return airport pick-up: Drop off at drop point, arrangement of route at local airport, etc. <p>*There may be flight attendants, business trips for business arrangements, etc.</p> <p>*Details of the job offer will be provided at the time of interview.</p>
Company Info	In our airline business, which plays a major role in contributing to society, I am in charge of passengers in the private jet business. I hope you will be active.
Working Hours	8:30-17:30 (Regular working hours 8 hours 00 minutes) Break time: 60 minutes
Qualifications	<p>Those who meet all of the following.</p> <ul style="list-style-type: none"> More than 10 years of experience in passenger handling and operations at airlines, hotels, travel agencies, etc. (Especially experience for high-class companies such as foreign companies, global chains, luxury brands, etc.) Those who have administrative experience using PCs related to the above tasks and experience interacting with corporate clients. Regular car license (driving experience required)
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 5000K - JPY 8500K
Salary Description	<ul style="list-style-type: none"> Estimated annual income: 5 million to 8.5 million yen (Determined according to company regulations based on experience, etc.) (Monthly basic salary varies depending on employment type) For non-managerial positions, overtime allowance will be paid separately. Assumed to be hired as a manager/supervisor (in case of manager/supervisor, overtime allowance is not applicable) <p>Retirement allowance: Yes (according to company regulations)</p>

	Bonus: Yes for full-time employees. *Temporary employees do not receive bonuses or retirement benefits.
Holiday Description	Complete five-day work week (Saturdays, Sundays, and holidays) *Possibility of working on holidays. If you have to work on a holiday, the holiday will be transferred to a weekday.
Job Contract Period	full-time employee contract employee
Nearest Station	5 minutes walk from Tokyo station