

Job Detail

Staff Level

Position Title	English * Japanese <Major travel agency> Sales assistant @ Sapporo
Recruiter Company	Dimple Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-26 / 2024-05-08
Job Type	Hospitality Business Specialists - Travel Industry Related Administrative - Sales Assistant/Clerical/Receptionist Sales/AE - Foreign Trade Sales
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Hokkaido
Job Description	<p>English-speaking <Major domestic travel agency> Sales assistant/120 days of annual leave</p> <p>You will be in charge of a sales assistant position in the Japan sales department of a major travel agency, dealing mainly with Europe, North America, and Asian countries.</p> <p><Job details></p> <ul style="list-style-type: none"> ● Handling reservations with local travel agencies via email in English <ul style="list-style-type: none"> ↳ Confirming reservation details, making proposals and replies, etc. ● Creating itineraries and quotes using our company's system (English) ● Email and phone communication with domestic travel companies (Japanese) <ul style="list-style-type: none"> ↳ Hotels, restaurants, etc. ● General duties associated with desk work such as settlement work etc. <p>Since communication with overseas travel agencies is basically done via email, those who are worried about business English but can handle written communication can rest assured.</p> <p>Those who can communicate smoothly in conversation can also play an active role in online meetings.</p> <p>*Details of the job will be provided during the interview.</p>
Company Info	<p>\Working comfortably at a large company/ The company has a very open atmosphere. In order to improve internal communication We hold an exchange of opinions between the president, other executives, and employees.</p>
Working Hours	<p>[Working days] Monday, Tuesday, Wednesday, Thursday, Friday 5 days a week from Monday to Friday</p> <p>【Working hours】 9:30-18:15 (7 hours and 45 minutes of actual work, 60 minutes of break) *Overtime: 10 to 20 hours per month</p>
Qualifications	<p>[Required conditions for application] *Those who have experience working at a travel agency or other sales positions in the tourism industry. *Those with business-level English proficiency (TOEIC score of 700 or higher is recommended) *Japanese language ability N2 or above</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)

Salary	JPY - Japanese Yen JPY 3000K - JPY 6500K
Salary Description	<ul style="list-style-type: none"> • Monthly salary: 210,000 yen to 400,000 yen • Annual income: 3.15 million yen to 6.8 million yen <p>*Determined based on experience and ability.</p> <ul style="list-style-type: none"> • Salary increase: Once a year • Bonus: Twice a year <ul style="list-style-type: none"> ↳ 2023 bonus results/5 months worth • Full transportation expenses paid
Holiday Description	<p><Annual holidays: 120 days></p> <ul style="list-style-type: none"> • Closed on Saturdays, Sundays, and holidays <p>·paid holiday</p> <p>·New Year holiday</p>
Job Contract Period	Full-time or contract employee