

Job Detail

Staff Level

Position Title	English * Japanese <Major travel agency> Sales assistant
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
Job Description	<p>English speaking <Major domestic travel agency> Sales assistant/120 days annual leave</p> <p>At the inbound sales department of a major travel agency in the industry. Mainly interacts with Europe, North America, and Asian countries. You will be in charge of sales assistant.</p> <p><Business details></p> <ul style="list-style-type: none"> ●E-mail reservations in English with local travel agencies <ul style="list-style-type: none"> ↳Confirmation of reservation details, suggestions and replies, etc. ●Process and estimate creation using our own system (English) ●Email/phone communication with domestic travel operators (Japanese) <ul style="list-style-type: none"> ↳Hotels, restaurants, etc. ●General work associated with desk work such as settlement work <p>Such</p> <p>Communication with overseas travel agencies is basically done via email. "I'm worried about English conversation in business, but I'm fine with writing!" Don't worry if you are.</p> <p>Those who can communicate smoothly in conversation. You can also participate in online meetings.</p> <p>*Details of the job offer will be provided at the time of interview.</p>
Company Info	<p>[Recruitment location]</p> <ul style="list-style-type: none"> ・Sapporo ・Sendai ・Tokyo (experienced only) ・Osaka ・Hiroshima ・Fukuoka ・Okinawa <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]</p> <ul style="list-style-type: none"> *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
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 *Determined based on experience and ability. <ul style="list-style-type: none"> • Salary increase: Once a year • Bonus: Twice a year ↳2023 bonus results/5 months worth • Full transportation expenses paid
Holiday Description	<Annual holidays: 120 days> <ul style="list-style-type: none"> • Closed on Saturdays, Sundays, and holidays ·paid holiday ·New Year holiday
Job Contract Period	Full-time or contract employee