

Job Detail

Entries Level

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| Position Title | Travel services at the university (business travel, airline tickets, hotels, transportation arrangements, etc.)/Waseda Station |
| Recruiter Company | Fellowship co.,ltd. |
| Company Name | Company name is private |
| Activated / Updated | 2024-03-06 / 2024-03-07 |
| Job Type | Administrative - Sales Assistant/Clerical/Receptionist |
| Industry | Education/School |
| Location | Asia Japan Tokyo |
| Job Description | <ul style="list-style-type: none">• Arranging hotels, transportation, etc. after entering the country and related work related to accepting international students• Travel arrangements for overseas/domestic business trips for university faculty and staff (arranging aircraft, hotels, etc.)• University study abroad program travel arrangements and operational assistance (aircraft arrangements, briefing sessions, departure preparations)• Based on airline ticket reservation terminal AMADEUS, travel business system SKY GLOBE, and in-house system Various input, data processing |
| Company Info | We provide the solutions necessary for university management, including international exchange support, teaching materials, curriculum development, research support, and education/research. [Second-hand smoking measures available] No smoking indoors |
| Working Hours | 09:00-17:30 (actual working 7.5 hours) |
| Qualifications | <ul style="list-style-type: none">• Able to communicate smoothly with customers• Persons with 5 or more years of recent continuous office or sales experience in the travel industry- Must have GDS operation experience and travel industry knowledge (experience using terminal travel industry systems such as AMADEUS is required)• Ability to smoothly perform office work using Word and Excel• Those who work collaboratively with team members• Those who can handle multiple tasks in parallel and work patiently and accurately Desired skills and career <ul style="list-style-type: none">• Ability to communicate with overseas teachers and students via email and phone in English *Returnee children, regardless of whether they have studied abroad *TOEIC score of 700 or above or experience in English administration preferred *Experience using English on the job is a plus <ul style="list-style-type: none">• Ability to smoothly perform office work using Word and Excel |
| English Level | Business Conversation Level (TOEIC 735-860) |
| Japanese Level | Business Level(JLPT Level 2 or N2) |
| Salary | Depends on experience |
| Salary Description | Hourly wage 1500~1700 yen Transportation expenses provided |
| Holiday Description | Saturdays, Sundays, and holidays *Working on Saturdays, Sundays, and holidays is possible due to university history, seminars, event management, etc. (If you work on Saturdays, Sundays, and public holidays, you will be given a day off) |
| Job Contract Period | Temporary employee |

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| Nearest Station | 3 minutes walk from Waseda Station Takadanobaba Station 10 minutes by bus |
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