

Job Detail

Entries Level

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

Nearest Station

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