

## Job Detail

Entries Level

Position Title	Sales office: English required! Japanese N1! Working at a major Japanese travel agency!! No experience required!! Working in Shinjuku
Recruiter Company	OPEN LOOP PARTNERS, INC.
Company Name	Company name is private
Activated / Updated	2024-03-25 / 2024-03-25
Job Type	Hospitality Business Specialists - Travel Industry Related Hospitality Business Specialists - Other Administrative - Logistics/Materials & Purchase Control
Industry	
Location	Asia Japan Tokyo
Job Description	<ul style="list-style-type: none"><li>• Email communication in English with overseas travel agencies</li><li>• Create travel itinerary and estimate based on the request details</li><li>• Email and phone communications with domestic travel operators</li><li>• Shipping work</li><li>• Improve and streamline sales activities</li><li>• Management of customer information</li><li>• Other general work associated with desk work such as payment work</li></ul>
Company Info	<p>I work at one of Japan's largest travel agencies. This position is one where there are relatively many women, so I can make use of my Japanese and English skills.</p> <p>With the increase in inbound tourism to Japan, smooth communication with overseas travel agencies is also required, so those with business-level proficiency in both Japanese and English are welcome! (^)!</p>
Working Hours	9:30-18:15 (60 minute break)
Qualifications	<p>【Prerequisite】 Japanese level native or N1 English level, business level</p> <p>Blank welcome! ! Those with experience in the travel industry or inbound industry are welcome! ! Those with experience in selling travel materials are also welcome! !</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 2500K - JPY 3500K
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays) winter vacation paid holiday
Nearest Station	5 minutes walk from Yotsuya 3-chome