



Travel Designer|訪日外国人への日本文化・地方の魅力を伝える《English Speaker》

### CUSTOM TOURS & EXCLUSIVE EXPERIENCES

#### Job Information

##### Hiring Company

[Eighty Days Inc.](#)

##### Job ID

1476064

##### Industry

Tourism

##### Company Type

Small/Medium Company (300 employees or less)

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Train Description

Yamanote Line, Gotanda Station

##### Salary

3 million yen ~ 4 million yen

##### Work Hours

Full time (Starting time between 8:00-10:00, 8-hour work plus 1

##### Holidays

Monday to Friday in general. Saturdays, Sundays and National hol

##### Refreshed

July 11th, 2024 10:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Native

##### Minimum Japanese Level

Fluent

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

##### About the company:

Eighty Days was founded in 2016 with the aim of using tourism to promote and revive rural regions of Japan. We are focused on bringing overseas customers to Japan to enjoy unique, off the beaten track experiences in places they would not have

thought of traveling to. Eighty Days won the top prize at the 2016 Yunus & Youth Japan Social Business Design Contest.

**Job description:**

We are currently looking for a bilingual English-Japanese speaker to service our overseas customers. Our customers are mostly based in English-speaking countries and come to Japan on vacation. As a customer communicator, you must listen to their needs and create great itineraries that will take them across Japan. Your goals will be to sell tour products as well as book hotels, restaurants and activities. You will be required to communicate with customers by email and phone.

**Essential tasks:**

- Communication with customers
- Creating itineraries
- Booking land services such as accommodation, transportation, entrance tickets etc.
- Supporting tours
- Handling emergency situations
- Business trip (in Japan for site inspections)

**Selection Process**

Document Screening

Interview Process (3 stages), and Take home assessment.

※At least one of the three interviews will be conducted in-person.

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**Required Skills****Requirements:**

- English: native
- Japanese: working proficiency (comfortable reading and speaking)
- Excellent customer-facing communication skills in English
- Ability to make reservations by email or phone in Japanese
- Ability to work independently, to research tourism locations, and make contributions to the overall business

**Other desirable skills:**

- Work experience in the travel industry
- Fluency in other languages in addition to English and Japanese

**Compensation:**

- 250,000 – 290,000 (negotiable)
- Senior-level: 300,000 – 350,000
- Starting at 10 days holiday

**Work hours:**

- Full time (Starting time between 8:00-10:00, 8-hour work plus 1 hour lunch break)
- Monday to Friday in general. Saturdays, Sundays and National holidays off.
- Occasionally you may be asked to join trips on the weekend or to respond to urgent customer requests outside of normal hours.
- There is no working-from-home policy in the company

**Work atmosphere:**

As a startup company, we expect you to take on responsibilities outside your specifically assigned tasks.

Office atmosphere is open and relatively relaxed, and dress code is casual.

**Location:**

Gotanda Station (JR Yamanote Line or Asakusa Line)

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**Company Description**