



Operations Specialist <<Bilingual speaker>> | 予約対応、ツアーサポート等

日本の文化や地域を世界に伝えるトラベルツアーを企画運営

募集職種

採用企業名

[Eighty Days株式会社](#)

求人ID

1476068

業種

旅行・観光

会社の種類

中小企業 (従業員300名以下)

雇用形態

正社員

勤務地

東京都 23区

最寄駅

山手線、五反田駅

給与

300万円 ~ 400万円

勤務時間

Full time (9:00-18:00 including 1 hour lunch break)

休日・休暇

Monday and Tuesday off

更新日

2024年06月27日 11:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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 an operational specialist, you must operate land services by communicating local suppliers in Japanese and manage customer bookings by collaborating with our travel designing team. Your goals will be to operate land services smoothly and make changes flexibly according to customers requests.

Essential tasks:

- Communication with suppliers in Japanese (phone, email and fax)
- Booking land services mainly transportation
- Supporting tours
- Site inspections
- Negotiation with suppliers

Selection Process

Document Screening

Interview Process (3 stages)

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

スキル・資格**Requirements:**

- English: working proficiency (comfortable reading and speaking)
- Japanese: native-level

Other desirable skills:

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

Compensation:

- (negotiable) 250,000 – 350,000 (negotiable)
- Starting at 10 days holiday

Work hours:

- Full time (9:00-18:00 including 1 hour lunch break)
- Saturday, Sunday, Wednesday, Thursday and Friday (Monday and Tuesday off)
- Holiday:
- Occasionally you may be asked to join trips on the weekend or to respond to urgent customer requests outside of normal hours.

会社説明