



Destination Services Coordinator 👍 Exclusive job

Job Information

Hiring Company

[Allied Japan](#)

Subsidiary

Sirva Relocation Japan

Job ID

1471809

Division

Sirva Relocation Japan

Industry

Other

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Hibiya Line, Tsukiji Station

Salary

3 million yen ~ 3.5 million yen

Salary Commission

Commission paid on top of indicated salary.

Work Hours

9am to 5:30pm

Holidays

Saturday, Sunday, National Holidays, Year-end, Summer Leave

Refreshed

March 30th, 2026 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description**What You'll Do**

- Serve as the main point of contact for assignees relocating to Japan.
 - Coordinate all relocation services, including home search, school search, settling-in support, temporary accommodation, and orientation.
 - Manage assignment documentation, maintain accurate records, and update internal systems.
 - Liaise with global teams, client HR, real estate agents, schools, and service providers to deliver seamless support.
 - Accompany clients for area tours, property viewings, school visits, ward office registrations, and other settling-in tasks when needed.
 - Handle administrative duties such as supplier invoicing, timesheet reconciliation, and client reporting.
 - Identify and resolve any service issues to maintain excellent service quality.
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Required Skills**What You Bring**

- Strong customer service, communication, and relationship-building skills.
- Native-level Japanese and business English proficiency.
- Good knowledge of the geography of Tokyo and Yokohama.
- Ability to work independently, manage multiple tasks, and proactively solve problems.
- Professional presence and strong attention to detail.

Why Join Us?

You'll play a key role in helping international families settle successfully in Japan while collaborating with an experienced and supportive destination services, immigration, and management team.

Company Description