EIGHTYDAYS

Operations Specialist (English-Japanese Bilingual)

> **英語圏のお客様を主なターゲットとした、お客様の希望を叶えるオーダーメイド旅行**

Job Information

Hiring Company
Eighty Days Inc.

Job ID
1476068

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 ~ 4.5 million yen

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

Holidays
Monday and Tuesday off

Refreshed
November 2nd, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

≪募集要項・本ポジションの魅力≫

●英語圏のお客様が休暇で日本を訪れる際のサービス（予約・ツアー中のサポートなど）を担当。

●日本国内で訪れた場所・体験など、ヒアリングしデザインチームと企画。
●旅行業界でのキャリアを築きたい、または日本と世界をつなぐ架け橋として活躍したい方歓迎！

＜ポジション：　Operations Specialist＞

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

Required Skills

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.

Company Description