

# Sales Coordinator

### Bring your passion for sales

### Job Information

#### Recruiter

Cornerstone Recruitment Japan K.K.

### **Hiring Company**

Five star hotel in Tokyo

### Job ID

1546298

#### Division

Sales

#### Industry

Hotel

### **Company Type**

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

#### Non-Japanese Ratio

About half Japanese

# Job Type

Permanent Full-time

# Location

Japan

# Salary

2.5 million yen ~ 3.5 million yen

# Salary Bonuses

Bonuses paid on top of indicated salary.

# **Salary Commission**

Commission paid on top of indicated salary.

# **Work Hours**

40 hours per week

### Holidays

121 per year incl. Sat & Sun

#### Refreshed

November 17th, 2025 03:00

# General Requirements

# **Minimum Experience Level**

Over 1 year

### **Career Level**

Entry Level

# Minimum English Level

Business Level (Amount Used: English usage about 50%)

#### Minimum Japanese Level

**Business Level** 

#### **Minimum Education Level**

High-School

### Visa Status

Permission to work in Japan required

# Job Description

If you are an organized, detail-oriented professional with a passion for supporting sales activities, do not miss this opportunity!

# **Core Competencies**

- Native Japanese with English business level **OR** those who hold qualifications to work in Japan.
- Read and write in Japanese in business interactions with Japanese clients.
- Strong administration skills
- · Good communication & interpersonal skills
- Good command in English communication
- Familiarity with Computer Operations (Opera, Delphi and Office Software) is a plus.
- Front Office, Room Reservations experience is an advantage.

#### **Benefits**

- Discretionary bonus shall be paid based on individual and business performance.
- Salary shall be reviewed once a year based on individual achievement.
- Complimentary meals at the company cafeteria.
- Complimentary and discounted rooms within the group

Company Description