



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

August 25th, 2025 02:00

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 LevelHigh-School

Visa StatusPermission 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