

**MichaelPage**

www.michaelpage.co.jp

## Travel Consultant - Japanese-English Speaker! GDS knowledge

### Travel Consultant

#### Job Information

**Recruiter**

Michael Page

**Job ID**

1546792

**Industry**

Tourism

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

3.5 million yen ~ 4.5 million yen

**Refreshed**

July 4th, 2025 16:58

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

You will have the unique responsibility of managing inquiries from Japanese-English clients via email and phone calls, primarily within the B2B sector. While the majority of your interactions will be with Japanese-English clients, you'll also have the opportunity to engage with foreign clients. This makes proficiency in English communication an essential requirement for this role.

#### Client Details

Global travel company.

#### Description

- Manage inquiries from Japanese-English clients via email, phone calls, and in-person meetings, ensuring exceptional service at every touchpoint.
- Build and maintain strong relationships with clients, understanding their travel preferences and requirements to provide personalized recommendations and solutions.
- Stay updated on industry trends, travel regulations, and destination information to offer informed advice and support.
- Collaborate with team members to optimize travel itineraries, resolve issues, and exceed client expectations.
- Assist with administrative tasks such as processing payments, issuing tickets, and preparing travel documents

accurately and efficiently.

- Proactively follow up with clients post-travel to gather feedback, address any concerns, and foster long-term loyalty and satisfaction.

#### **Job Offer**

- Hybrid Set up - has to be in the office during training though.
- Monday to Friday, 9AM-6PM

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Michelle Rosette on +813 6832 8698.

---

#### **Required Skills**

- Native-level proficiency in Japanese. Business level in English or vice versa
- Strong communication skills, both written and verbal.
- Ability to work in Tokyo 23.
- Prior experience in the travel industry or customer service is preferred but not required.

---

#### **Company Description**

Travel Consultant