



Travel Operations Manager

International Travel Agency!

Job Information

Hiring Company

[Grand Circle Corporation \(Japan\) Y.K.](#)

Subsidiary

Grand Circle Corporation

Job ID

1584621

Industry

Tourism

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 8 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Holidays

18 days minimum

Refreshed

June 4th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Join our team as an Operations Manager and play a key role in delivering exceptional travel experiences. At GCC, we are

committed to excellence and are seeking experienced, motivated individuals to join our dynamic team in Tokyo.

Responsibilities:

- Book and confirm all ground services prior to the season
- Create Tour Bank Templates for the upcoming season
- Complete the Operations part of the Program Director packages
- Procure and contract secondary vendors
- Review vendor invoices for accuracy
- Create vendor action files for Quality Action Plans based on Traveler Surveys and Program Director Feedback
- Support Program Services Manager in hiring and training Local Guides
- Ensure the accuracy of all trip materials (Web/Lasers, D2D, THB, etc.) in cooperation with the Program Services Manager
- Provide Program Services updates via monthly newsletters
- Oversee and cover for Land Operations Coordinators as needed
- Reporting out

Required Skills**Benefits:**

- Competitive salary package
- Incentive bonus based on targeted results
- Merit increase based on performance
- Vacation days + 3 additional Personal Days per year
- Personal and professional growth opportunities
- Milestone bonus and travel certificate every 5th anniversary of employment at GCC
- Associate deals on worldwide GC Tour packages at discounted prices
- Referral bonus
- Comprehensive training program onsite
- Unique corporate culture with team building, community work, and corporate events
- Opportunity to work as part of an international team, interacting with colleagues worldwide
- Great opportunity to advance your career

Requirements:

- Fluency in written and spoken English
- Proficiency with Microsoft Office (especially Excel)
- Experience with Amadeus/Sabre and AS400 platform is a plus
- Strong leadership, people skills, and customer care orientation
- Self-starter who can meet deadlines and prioritize tasks
- Proven success in making tough decisions and taking risks
- Ability to travel for regional company meetings to see products and meet vendors
- Flexible, creative, independent, and highly organized team member
- At least 2 years of experience in Tourism and Management

Please submit your CV to apply!

Join us in growing together and taking on new challenges as a part of our dynamic team. We look forward to receiving your application!

Company Description