

Travel Business Manager / 旅行事業責任者候補（東京勤務）

Job Information

Recruiter[JP Tokyo & Co.](#)**Job ID**

1600257

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 10 million yen

Refreshed

August 25th, 2026 07:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Executive

Minimum English Level

Basic

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Position Title**Travel Business Manager Candidate (Tokyo-Based)**

Recommended Title (for BizReach)

Travel Business Manager Candidate (Tokyo-Based)

This title is simple, easy to understand, and attractive to experienced travel industry professionals and management-level candidates. It also conveys the image of a role involved in launching and expanding a travel business.

Alternative Titles**1. Travel Business Manager Candidate | New Business Launch Team (Tokyo-Based)**

- Appeals to candidates interested in startups and new business development.
- Suggests a high level of responsibility and decision-making authority.

2. Travel Business Manager Candidate (Travel Services Manager Certification Preferred)

- Attracts licensed travel professionals.
- Communicates that the company is considering operations under a Category 2 or Category 3 Travel Agency license.

Travel Business Manager Candidate (Tokyo-Based)

Background

As our company continues to expand its travel and transportation services business, we are seeking a key professional to lead and strengthen our travel operations.

In addition to arranging accommodations and transportation services, this role will be responsible for building the travel business operational framework and supporting business expansion initiatives. We expect the successful candidate to grow into a leadership position overseeing the entire travel business in the future.

Mission

- Establish and develop the travel business and its operational structure.
- Strengthen procurement and supplier networks with hotels, transportation providers, and other travel partners.
- Ensure business operations comply with the Travel Agency Act and related regulations.
- Plan and operate inbound tourism and domestic travel products.
- Drive revenue growth and contribute to the overall expansion of the travel business.

Key Responsibilities

- Arrange and manage contracts with hotels, ryokans, and other accommodation providers.
- Coordinate transportation services, including charter buses, executive cars, and taxis.
- Plan, arrange, and manage domestic and international travel programs.
- Negotiate and coordinate with customers, suppliers, and business partners.
- Prepare and manage travel itineraries.
- Perform administrative and compliance duties required under travel industry regulations.
- Support travel agency registration, renewal, and related regulatory processes.
- Improve operational processes and build scalable business structures.

Qualifications

Required

- 2–5+ years of practical experience in the travel industry.
- Experience in hotel reservations, transportation arrangements, and travel coordination.
- Strong communication and stakeholder management skills.

Preferred

- Certified General Travel Services Manager qualification.
- Certified Domestic Travel Services Manager qualification.
- Experience operating a Category 2 or Category 3 Travel Agency.
- Experience in inbound tourism business.
- Business-level English communication skills.
- Established network with hotels, transportation companies, and other travel suppliers.

旅行事業責任者候補（東京勤務）

- シンプルで分かりやすい
- マネジメント経験者や旅行業経験者の検索にヒットしやすい
- 旅行事業の立ち上げ・拡大フェーズを想起させる
- より攻めた表現
旅行事業責任者候補 | 事業立ち上げメンバー（東京勤務）
- スタートアップや新規事業に興味のある人材に響く
- 「裁量権が大きい」印象を与える
- 資格保有者を狙う場合
旅行事業責任者候補（旅行業務取扱管理者歓迎）
- 有資格者からの応募を集めやすい
- 第二種・第三種旅行業の運営を視野に入れていることが伝わる
-

私なら、今回の募集内容から考えて以下を推奨します。

旅行事業責任者候補（東京勤務）

募集背景

当社では、旅行・送迎サービス事業のさらなる拡大を目指し、旅行事業の中核を担う人材を募集しています。宿泊施設や交通機関の手配業務に加え、旅行業運営体制の構築や事業拡大に携わっていただくポジションです。将来的には旅行事業全体をリードする責任者としての活躍を期待しています。

ミッション

- 旅行事業の立ち上げおよび運営体制の構築
- ホテル・交通機関等の仕入れおよび手配ネットワークの強化
- 旅行業法に準拠した事業運営の推進
- インバウンド・国内旅行商品の企画および運営
- 旅行事業の収益拡大と事業成長への貢献
- 業務内容
- ホテル・旅館等の宿泊施設の手配および契約管理
- 貸切バス、ハイヤー、タクシー等の交通手配
- 国内・海外旅行の企画・手配・運営
- 顧客および取引先との折衝・調整
- 旅行行程（旅程）の作成・管理
- 旅行業法に基づく各種管理業務
- 旅行業登録・更新等に関する対応
- 事業運営プロセスの改善および体制構築

- 応募資格
 - 【必須】
 - 旅行業界での実務経験（2～5年以上）
 - ホテル・交通・旅行手配に関する業務経験
 - 社内外との円滑なコミュニケーション能力
 - 【歓迎】
 - 総合旅行業務取扱管理者資格
 - 国内旅行業務取扱管理者資格
 - 第二種・第三種旅行業の運営経験
 - インバウンド旅行事業の経験
 - 英語での業務対応能力
 - ホテル・運輸事業者とのネットワークを有する方
 - 想定年収
500万円～800万円
※経験・能力・資格を考慮のうえ決定
-

Company Description