SPECIALIZED GROUP Understanding People

Luxury Travel Coordinator / 富裕層向け旅行手配

Remote Work | Flexible Hours | Bonuses

Job Information

Recruiter
Specialized Group

Job ID
1619445

Industry
Tourism

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 11th, 2026 00:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Luxury Travel Coordinator ラグジュアリートラベルコーディネーター | Bespoke Travel Planning - Flexible hours, Almost remote, Bonuses

Overview

Our client is seeking a Luxury Travel Coordinator for a growing company specializing in bespoke travel plans for ultra high net worth individuals visiting Japan. This role offers the opportunity to design personalized luxury travel experiences and expand your expertise in high-end travel consultancy. Benefits include an almost fully remote setup, flexible working hours, competitive salary, and biannual bonuses.

Key Responsibilities:

- Design bespoke luxury travel itineraries for ultra high net worth clients
- Coordinate travel bookings using CRM and booking software
- Communicate with overseas clients to understand travel preferences

- Manage client relationships ensuring high satisfaction and repeat business
- Advise clients on exclusive Japanese luxury destinations and experiences
- Collaborate with local luxury service providers to secure premium arrangements
- Handle visa and travel documentation requirements for inbound clients
- Manage flexible schedules and remote coordination for client service delivery

Requirements:

- Minimum 2 years experience in luxury travel or DMC
- Fluent English speaking and writing skills
- Current valid visa to work in Japan
- Experience designing bespoke travel itineraries for luxury clients
- Knowledge of Japanese luxury travel destinations and services
- Proficiency with travel booking and CRM software
- Strong cross-cultural communication skills
- Ability to coordinate remote work and flexible schedules

Benefits:

- Almost fully remote work setup
- Flexible work hours
- Competitive salary
- Biannual bonuses

Company Description