

# WYNDHAM • DESTINATIONS



## Sales Administrator

### 募集職種

### 採用企業名

トラベルアンドレジャージャパン株式会社

### 支社・支店

Travel and Leisure Japan Ltd

### 求人ID

1533166

### 業種

ホテル

### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

### 外国人の割合

外国人 少数

### 雇用形態

正社員

### 勤務地

東京都 23区, 千代田区

### 給与

350万円 ~ 400万円

### 更新日

2025年09月02日 10:00

### 応募必要条件

### 職務経験

1年以上

### キャリアレベル

新卒・未経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ビジネス会話レベル

### 最終学歴

高等学校卒

### 現在のビザ

日本での就労許可が必要です

### 募集要項

### POSITION REPORTS TO:

Senior Director Strategic Operations & Administration Asia

### POSITIONS REPORTING TO THIS POSITION:

N/A

**KEY RELATIONSHIPS:**

Sales Administration teams, Sales Staff & Guests.

Sales Management

Vendors, suppliers and procurement teams

**PRIMARY OBJECTIVES:**

To actively contribute to the company vision of making holiday dreams come true by providing superior customer service to all owners and guests.

This position is responsible for ensuring efficient operations relative to the Sales operations.

This position will be responsible for ensuring a smooth and customer focused guest experience is delivered in the Tokyo sales office and within the Tokyo team. In summary, this individual will be working in a team, focused on operational support for the sales process whether initiated or driven by the Site, Area, Region, Business Unit, or corporate level.

**PRINCIPAL RESPONSIBILITIES: (Include but not limited to:)**

- Assist in managing all operational matters relating to the Sales administration function of their respective office.
- Manage and maintain business / partnership relationships with a focus on corporate & marketing teams
- Maintain the highest level of customer service to ensure all needs for the owners and guests are met
- Understand and assist to liaise teams on documentation requirements relating to the selling process.
- Oversee the responsible cash handling and direct deposit transactions for the sales site and ensure security of all finances and cash
- Oversee efficient management of stock control and order management
- Reviews and update, when necessary, SOPs in line with changes from the business.
- Ensure all communication of necessary points is carried out clearly and concisely
- Liaise with sales teams regarding any problems or complaints that arise
- Maintain exemplary grooming including fresh, ironed uniforms, wear name badge and ensure that personal hygiene standards are maintained at all times
- Be punctual when arriving at work and returning from meal breaks
- Employees must not willfully place at risk the health and safety of themselves or any other persons in the workplace and to not willfully or recklessly interfere with or misuse anything provided for health and safety
- Display a Count On Me! service to all internal and external parties
- Display innovation through inspiring, creating and improving processes and products.
- Show integrity in all aspects of the position by doing the right thing, taking responsibility and delivering on the promise.
- Display leadership values by ensuring effective communication and respecting your peers and managers. Support others within the team and empower each other wherever possible.

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**スキル・資格****KEY POSITION CRITERIA:**

- Proficient in speaking and written Japanese and English
- High School diploma or relevant work experience
- Previous experience within a similar position.
- Knowledge and understanding of OH&S
- Ability to work a flexible schedule, including nights, weekends, public and school holidays.
- Timeshare experience a benefit but not required
- Demonstrate good customer service
- Must be energetic and express the Count On Me philosophy at all times
- Must be self-motivated, being able to manage multiple tasks
- Must be well organized and able to perform under stressful situations
- Must be able to communicate and partner effectively
- Computer proficiency required
- Knowledge of MS Office specifically
- Web based application management

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**会社説明**