



## Program Services Coordinator - Tour Leader/Guide Coordinator

**International Travel Agency!**

### 募集職種

#### 採用企業名

グランド・サークル・コーポレーション有限公司

#### 支社・支店

Grand Circle Corporation

#### 求人ID

1565723

#### 業種

旅行・観光

#### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

#### 外国人の割合

(ほぼ) 全員日本人

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

400万円 ~ 500万円

#### ボーナス

固定給+ボーナス

#### 休日・休暇

18 days minimum

#### 更新日

2026年02月06日 14:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

Grand Circle Corporation is the largest U.S. direct marketer of international travel for North Americans aged 50-plus and has

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served 1 million travelers since 1958. Our business goal is to be the world leader in international travel, adventure and discovery.

Grand Circle Corporation is currently seeking candidates for the following position:

**Program services Coordinator based in TOKYO**

The successful candidate will be responsible for handling relations with tour guides, resolving quality issues, preparing guides for their work with the tour groups before, during, and after tours in pursuit of our company's excellence goals.

**Responsibilities include:**

- Preparing all materials necessary for Tour Guides prior to the tour
- Resolve quality issues related to trip leaders and their ability to execute the itinerary and features included in the trip program(s)
- Prescreening for hiring Tour Guides
- Handling relations with Tour Guides (assigning/changing tour schedules)
- Managing administrative tasks such as: signing and filing all agreements and timesheets, preparing all Group documents, reviewing all Group and Guide travel expenses, collecting and filing all end-of-trip documents
- Data entry and database management to ensure accuracy of company systems
- Coordinating logistics for Tour Guide hiring, training trips, and business meetings
- Interact with travelers on-site as necessary
- Offer emergency support for tour guides

**What we offer:**

- Competitive salary package
- Vacation days per year + 3 personal days from the company
- Reimbursement of public transport with yearly max cap
- Incentive Bonus based on targeted results
- Merit increase based on performance
- Personal and Professional Growth – Available on request
- Milestone Bonus + Travel certificate for every next 5th anniversary of employment at GCC
- Associate Deals – WORLDWIDE GC Tour packages available to associates at discounted prices
- Referral Bonus
- Full training program on-site
- Unique Corporate Culture (Team building, Community Work, Corporate Events)
- Working as part of an international team (exposure to colleagues in worldwide offices).
- Great opportunity to learn about all aspects of the travel business and build your career

\*All benefits are applicable at company discretion

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スキル・資格

**Requirements:**

- 2+ years' experience in the Travel & Tourism business especially leading tours preferred
- Fluent English written and spoken (Company official language is English)
- Native to Professional written and spoken Japanese ability
- Proficient with Microsoft Office package (especially Excel)
- Strong People Skills & Customer Care Oriented
- Self-starter who is able meet deadlines and prioritize
- Demonstrated success in making tough decisions and taking risks
- Ability to travel as necessary to support guides and/or travelers
- Passion for travel

We will contact only those candidates who fulfill requirements above.

By applying to this ad, you will give the Grand Circle your consent for processing your data in the recruitment process. The data collected in the process of recruitment is in accordance with GDPR policies. Personal data of the Grand Circle and without your express consent cannot be used for any other purposes.

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会社説明