SPECIALIZED GROUP Understanding People

Luxury Travel Coordinator / 富裕層向け旅行手配

Remote Work | Flexible Hours | Bonuses

募集職種

人材紹介会社
スペシャライズドグループ株式会社

求人ID
1619445

業種
旅行・観光

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月11日 00:00

応募必要条件

職務経験
1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
ビジネス会話レベル

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

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

会社説明