



The Dragon Trip – Job Description Regional Specialist for Japan

The Dragon Trip is a leading tour provider for adventurous, budget tours across all major travel regions in Asia. The company focuses on showing the *real* side of the countries we visit, with sustainable, engaging and fun activities offered throughout the trips. Our trips aim to foster cultural understanding in the next generation of global citizens, and our missions to expand minds through transformative travel experiences.

We're currently seeking a Regional Specialist based in Tokyo, who has extensive experience in tourism and in operating group tours in Japan, with a strong attention to detail. The ideal candidate is highly passionate about travelling – and the positive impact that it can have on young people.

Responsibilities:

- Operations: Create and make preparations for operating our tours in Japan.
- Management: Oversee a team of Regional Coordinators, and on the ground Adventure Leaders, to prepare and complete day-to-day operations work.
- International communication: Collaborate with colleagues in London and the Operations team in Ho Chi Minh City, along with our partner agents worldwide for whom we operate tours.
- Organisation: Ensure all guides, hotels, and ticket bookings across products have been arranged and communicated to respective Adventure Leaders and customers.
- Preparation & development: Seek out and gather information on vendors, budgets, safety procurements, and other key information to help tours run smoothly and safely.
- Financial liaison: Communicate key information to our Finance team.
- Recruitment: Recruit team members in Japan when needed.
- Ensure quality: Work with teams to ensure that as we grow, our product quality remains consistently excellent.

Competencies:

- Languages: Fluency in Japanese, with an advanced level of written and spoken English.
- Attention to detail: A careful, organized approach to work is essential for this role.
- Technical: Able to navigate and determine the needed tools to complete key operations work. Proficiency in Microsoft Excel and Word is required.
- Problem solving: Able to determine the cause of a problem and present with solutions in a timely manner.



- Hunger to learn: You should be passionate about improving yourself and experiencing a globalized world.
- Reliable manager: Able to exercise a high degree of autonomy over your team.

Experience:

- At least three years of work experience – preferably in tourism.
- A proven love of travel!

What you get from us:

- Responsibility: You'll be operating dozens of tours in Japan for hundreds of travellers every year. You'll be given the opportunity to grow with the department and the company.
- Support: We'll invest time in you to allow you to succeed. It's important to us that our team members develop professionally.
- Opportunity: We are a rapidly growing company in our space, and work hard to recruit internally.
- Fun, growing team: Our global teams are growing – be a part of the action and grow alongside us!

Terms:

- Reporting to the Regional Operations Manager.
- Competitive salary.
- Based in Tokyo, Japan.

To apply, email servet.selen@thedragontrip.com with your resume and cover letter.