

Job Detail

Staff Level

Position Title	◆◆◆Sales Administration◆Asia's largest international study abroad agent◆
Company Name	iae GLOBAL JAPAN, Inc
Activated / Updated	2024-04-19 / 2024-05-01
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Administrative - International Affairs Administrative - Secretary
Industry	Education/School
Location	Asia Japan Tokyo
Job Description	<p>■The Japan branch of the Asia's largest international study abroad agency, the iae group, which has over 60 offices in 13 countries around the world.</p> <p>■It is an environment where you can sharpen your skills more and more depending on your motivation.</p> <p>【Job Description】 At our company, which supports students studying abroad, we will entrust you with communication related to student admission procedures with affiliated overseas universities. English is mainly used for writing and reading comprehension, and there are situations where it is used in conversation about several times a month.</p> <p>【Detail】 In addition to creating application forms, handling scholarship applications, and confirming receipt of funds, we will also handle clerical work related to the above work, respond to inquiries, and follow up.</p> <p>■As a guideline, 50 to 60 applications will be processed each month. ■Because business is collectively managed by an in-house system, it is an environment where it is easy to improve business efficiency. ★It's a rewarding job that can support students studying abroad!</p> <p>【Members of our company】 It is a workplace where members with a strong global orientation, such as graduates of overseas universities, are active. It is an environment where you can work while stimulating each other with like-minded members who feel the charm and possibilities of studying abroad.</p> <p>【Social Contribution of Business】 Through support for studying abroad, we can support students' careers. Studying abroad is becoming more and more popular as globalization progresses. Students can be involved in meaningful work.</p>
Company Info	<p>【Corporate strategy】 The iae group provides comprehensive education-related services from each perspective to international students, educational institutions, and other partners around the world. We will take on the challenge of reforming the education industry with high execution and decisiveness by making full use of innovative ICT systems. We also value long-term relationships and foster strong partnerships with educational institutions around the world. For the development of the education industry and international students, the group will always work together as one.</p> <p>【Corporate philosophy】 "Create Your Future"</p> <p>【Global network】 The iae group has more than 60 offices in 13 countries around the world, including Japan, supports international students in each country, and builds close partnerships with local educational institutions. The largest international study abroad agent in Asia. is.</p>
Working Hours	10:00-19:00 (8 hours of prescribed working hours/60 minutes break)

Qualifications	<p>【Required】</p> <ul style="list-style-type: none"> ■ TOEIC score of 800 or higher. ■ Study abroad experience. ■ Those who can write sentences smoothly in English. <p>【Good to have】</p> <ul style="list-style-type: none"> ■ Experience using customer management system.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3000K Over
Salary Description	<p>Estimated annual income: 3 million to 3.6 million yen</p> <p>Annual salary system (12 divisions) Annual salary 3,000,000 yen to 3,600,000 yen</p> <p>Basic salary: 216,750 yen~ Fixed overtime fee: 33,250 yen~/month</p> <p>Commuting allowance: Paid according to company regulations (up to 20,000 yen/month)</p> <p>Full social insurance</p>
Holiday Description	<ul style="list-style-type: none"> ◇ Five-Day Workweek ◇ Summer Holidays ◇ Winter Holidays ◇ Paid Holidays (10 days after six months of employment) ◇ Special leave <p>* Annual holidays: 120 days</p>
Job Contract Period	Full-time employee Trial period: 3 Months
Nearest Station	Ebisu Station (JR Yamanote Line/Tokyo Metro Hibiya Line)