

## Job Detail

Entries Level

Position Title	[Overseas sales and trade assistant] Manufacturing equipment manufacturer/Yokohama/Isogo/Visa support/Utilizing Chinese and English
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Administrative - International Trading Administrative - International Affairs
Industry	Precision, Measuring Equipment
Location	Asia Japan Kanagawa
Job Description	<p>I would like to use my language skills to work as a sales assistant at overseas factories and business partners!</p> <ul style="list-style-type: none"><li>• Responding to orders</li><li>• Preparation of customs/trade-related documents</li><li>• Proposal to suppliers/customers, delivery date adjustment (using Chinese and English)</li><li>• Exhibition business</li></ul>
Company Info	<p>Our company manufactures and sells products, mainly steel belts. Based on a wide range of technologies and rich experience, we aim to create products with high added value.</p> <p>[Secondary smoking measures available] No smoking indoors</p>
Working Hours	08:45-17:45 (actual work 8 hours, break 1 hour)
Qualifications	<p>【Prerequisite】</p> <ul style="list-style-type: none"><li>• Clerical experience in the manufacturer/manufacturing industry</li><li>• English business level</li><li>• Chinese business level</li><li>• Japanese business level</li></ul> <p>[Welcome conditions]</p> <ul style="list-style-type: none"><li>• Those who can work flexibly</li><li>• Computer skills</li><li>• Assistant experience</li></ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Business Conversation Level
Salary	JPY - Japanese Yen JPY 3000K Over
Salary Description	<p>Hourly wage 1350~1450 yen</p> <p>[After direct employment]</p> <ul style="list-style-type: none"><li>• Commuting allowance (per month: upper limit / 50000 yen)</li><li>• Summer vacation (3 days) • New Year holidays (5 days) • Annual holidays (125 days)</li><li>• There is a retirement allowance system</li></ul>
Holiday Description	Complete 2 days off per week (Saturdays, Sundays, public holidays)
Nearest Station	JR Keihin Tohoku/Negishi Line / 3 minutes walk from Isogo Station

