

## Job Detail

Entries Level

Position Title	[Customer support/office work] Comfortable working environment/less than 20 hours of overtime/closed on Saturdays, Sundays, and holidays
Recruiter Company	Leverages Career China Co., Ltd
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Customer Service - Customer Support Administrative - Sales Assistant/Clerical/Receptionist Administrative - Data Entry
Industry	Electronics/Consumer Electronics Manufacturing
Location	Asia Japan Tokyo
Job Description	<p>[Job Summary] Clerical work such as responding to inquiries from end-users and data entry * Inexperienced welcome / Experienced is even better</p> <p>【in particular】 EPEIOS is a lifestyle solution brand born in Tokyo in 2020. Based in Japan, China, South Korea, etc., we are developing products that make use of the knowledge of Japanese manufacturing that has been recognized around the world based on the excellent technology and production capacity of Asia.</p> <p>◎ Main work contents</p> <ul style="list-style-type: none"> <li>Respond to inquiries from end users who purchased products on the EC site * Email / telephone</li> <li>Creating a report on the content of the inquiry</li> <li>Clerical work such as issuing receipts, invoices, data entry, etc.</li> </ul>
Working Hours	9:30-18:30 <ul style="list-style-type: none"> <li>Break 1 hour</li> <li>Standard working hours per day: 8 hours and 00 minutes</li> </ul>
Qualifications	<p>【Prerequisite】 * Inexperienced welcome! * Preferential treatment for those with customer support and operator experience * Those who like small home appliances, like new things and trendy things, like and are interested in online shopping are also welcome. * 20's and 30's are active!</p> <p>[Welcome conditions] *Those who can perform basic operations of Word and Excel *Those who want to improve their communication skills * Those who want to work in a company where the distance between employees is close Sales and customer service * We welcome those who have worked in contact with people such as sales! * Preferential treatment for those with customer support and operator experience</p>
Japanese Level	Native Level
Chinese Level	None
Salary	Depends on experience
	<p>【Welfare】</p> <ul style="list-style-type: none"> <li>Health insurance</li> <li>Welfare pension</li> <li>Employment insurance</li> <li>Industrial accident insurance</li> <li>Complete social insurance</li> <li>Transportation expenses will be paid in full, but the upper limit will be 40,000 yen</li> <li>Free clothing</li> </ul>

Salary Description	<p>[Salary increase] Once a year (regular employees only, depending on performance)</p> <p>[Bonus] Twice a year (regular employees only, depending on performance)</p> <p>[Salary]  Monthly salary 250,000 yen to 330,000 yen  *Includes fixed overtime (45 hours)  /Excess amount will be paid in full separately  *Determined based on experience and skills  * Currently, overtime hours for enrolled employees are less than 20 hours per month  120 days off per year, weekends off</p>
Holiday Description	<ul style="list-style-type: none"> <li>• Closed on weekends and holidays</li> <li>• New Year holiday</li> <li>• Paid (consecutive holidays possible)</li> <li>• Congratulatory or condolence leave</li> <li>• Maternity leave before and after childbirth</li> <li>• Reduced working hours for childcare</li> </ul> <p>[Annual holiday] 120 days</p>
Job Contract Period	<p>[Trial period] 3 months The working conditions are the same as for this recruitment.</p>