

Job Detail

Staff Level

Position Title	[Translation] Drone development company / Japanese to English <Flexible work hours> <Over 120 days of holiday per year>
Recruiter Company	INBOUND TECHNOLOGY CO.,Ltd / インバウンドテクノロジー株式会社
Company Name	Company name is private
Activated / Updated	2024-05-15 / 2024-05-16
Job Type	General Affairs/HR/Legal - General Affairs Education/Training/Language Specialist - Interpreter Education/Training/Language Specialist - Translator
Industry	IT - Other
Location	Asia Japan Tokyo
Job Description	<p>A company that provides commercial robotics solutions using industrial drones! You will be in charge of coordinating Japanese-English translation services and general affairs for Japanese documents.</p> <p>【in particular】</p> <ul style="list-style-type: none"> ◆ Japanese-English interpretation/translation for external parties (business negotiations with foreign companies, presentations for overseas investors, etc.) ◆ Japanese-English interpretation/translation for internal use (internal meetings, minutes/shared documents, etc.) ◆ Ordering of fixed assets/consumables/office supplies ◆ Management of fixed assets ◆ Office management ◆ General affairs <p><Interpretation/Translation> (30% to 40%) <general affairs> (70% to 60%)</p>
Company Info	<ul style="list-style-type: none"> ◆ Acquire the ability to respond quickly in an ever-changing environment at a rapidly growing company! ◆ You can make use of your English skills!
Working Hours	<p>Flex system</p> <ul style="list-style-type: none"> ◆ full flex <p>(Core time 11:00-16:00 only during the trial period)</p>
Qualifications	<p>[Requirements]</p> <ul style="list-style-type: none"> ◆ Business-level or higher English proficiency ◆ General affairs experience at a business company (more than 1 year) <p>Those who can come to work (remote is possible once or twice a month) *Currently employed or within 3 months of separation from employment *University graduates and above</p> <p>[Welcome requirements]</p> <ul style="list-style-type: none"> ◆ Japanese-English interpreting experience (consecutive is acceptable) ◆ TOEIC score of 800 or higher ◆ IR-related work experience ◆ Work experience at a startup/venture
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 4500K - JPY 5500K
Salary Description	<ul style="list-style-type: none"> ◆ Deemed overtime allowance includes 40 hours. ◆ Managers and supervisors are not eligible for overtime allowance ◆ Basic salary revision: Twice a year (April and October) <p>There is a bonus system according to performance</p> <ul style="list-style-type: none"> ◆ Trial period: 3 months (same conditions)
	<ul style="list-style-type: none"> ◆ Annual holiday 124 days

Holiday Description	◆ Full weekly two-day system (Saturdays and Sundays), public holidays ◆ Year-end and New Year holidays ◆ Summer vacation (three days given to those enrolled in July/usually), ◆ Paid vacation (10 days in the first year after the trial period) *Can be borrowed in advance during the trial period ◆ Congratulatory or condolence leave
Job Contract Period	full-time employment
Nearest Station	Oimachi Station