

Job Detail

Entries Level

Position Title	[Board of Directors Management] Mobile battery sharing service/English used/Japanese not required/Harajuku
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Education/Training/Language Specialist - Translator Education/Training/Language Specialist - Interpreter
Industry	Telecommunications/Information Services
Location	Asia Japan Tokyo
Job Description	<ul style="list-style-type: none"> • Creating minutes of English meetings • Coordination of meeting agenda (including coordination with each person in charge) • Convocation of meetings • Other operations related to conference management
Company Info	<p>《Business contents》 Providing a sharing service for portable smartphone chargers.</p> <p>"Company Profile" The rental method is as simple as scanning the QR code on the battery stand with the app. In just one year since its launch in April 2018, it has spread to all 47 prefectures in Japan, and is expanding globally to Hong Kong, Thailand, and Taiwan.</p> <p>《INFORICH's Mission/Vision/Values》 ◎Mission Create a society that cares about people ◎ Vision Global sharing platformer ~We will create a service that connects people's thoughts and cultures without borders, and open up a valuable future~</p> <p>◎Values • Challenge ~ Proactively create new things without fear of failure ~ • Speed ~ Turn ideas into action quickly and proceed carefully ~</p> <p>• Involve ~Accepting diversity and working with integrity while involving others~ • Positive ~Think of a crisis as an opportunity for growth and work constructively and happily~ • Ownership ~ From a user-first perspective, be proactive with a sense of ownership ~</p>
Working Hours	Consultations are possible within 20 hours a week, such as 9:00-13:00, 14:00-18:00, etc.
Qualifications	<p>Qualification requirements</p> <ul style="list-style-type: none"> • Understand how to handle confidential information • Be able to communicate smoothly with members regardless of cultural background or position <p>-Ability to analyze and pay attention to details</p> <p>Experience and skills that can be utilized</p> <ul style="list-style-type: none"> • Chinese: Business level or above welcome
English Level	Business Conversation Level (TOEIC 735-860)

Japanese Level	Minimum Communication Level
Salary	JPY - Japanese Yen JPY 2500K - JPY 3500K
Holiday Description	Working days: Monday, Tuesday, Wednesday, Thursday, Friday Vacation: Saturdays, Sundays, and holidays
Job Contract Period	Temporary staff
Nearest Station	3 minutes walk from Harajuku Station Meiji Jingumae Station 3 minutes on foot

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