

Job Detail

Staff Level

Position Title	A real estate company that continues to grow! [Sales office/Sales] ★ Almost no overtime
Recruiter Company	Leverages Career China Co., Ltd
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Sales/AE - Construction/Real Estate Sales
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo Asia Japan Tokyo
Job Description	<p>[Job details] As a sales clerk/salesperson, you will be involved in a wide range of real estate transactions.</p> <p>【in particular】 This is a clerical job that supports real estate buying and selling services. Provide general support services to sales staff.</p> <p>*Document creation *Telephone response and mediation from customers *Business-related research/coordination with sales *Simple proposal work instead of sales *Preparation, confirmation, and checking of sales contracts and explanations of important matters *Explanation of important matters to customers</p> <p>◎ While demonstrating teamwork Each of them is acting independently.</p> <p>We welcome those who can move flexibly on their own, rather than waiting for instructions! Eventually, you can also change your career to sales.</p>
Company Info	<p>We have developed and expanded our business centered on real estate brokerage business for executives of listed companies and overseas investors. Since our establishment in 2015, our business performance has continued to improve every year.</p> <p>Currently, members of various nationalities such as Japanese and Chinese are active. We are looking for sales staff to further expand our business and strengthen our workforce. We particularly welcome those with real estate qualifications who are ready to work.</p> <p>Please put your skills and experience to work with us!</p>
Working Hours	<p>Working hours: 10:00-19:00 (Break time 1 hour 00 minutes)</p> <p>*Average 10 hours per month (varies depending on monthly workload)</p>
Qualifications	<p>[No academic background required] Those who have clerical experience in the real estate industry / real estate qualification holders welcome! ★ Active in 20s to 30s</p> <p>【in particular】</p> <ul style="list-style-type: none"> • Those with no prior work experience are welcome. • People with practical experience in document creation and sales experience in the real estate industry are welcome! <p>• In addition, those who have the qualification of "real estate transaction specialist" will be given preferential treatment as they can immediately start</p>

	<p>working.</p> <p><We will also give preferential treatment to the following people! ></p> <ul style="list-style-type: none"> • Person who has practical experience in creating sales contracts and important matters explanations • Those who can use Excel to create documents • Persons with other real estate related qualifications <p>(Example: FP, rental real estate business manager, etc.)</p>
Salary	Depends on experience
Salary Description	<p>【Welfare】</p> <ul style="list-style-type: none"> • Full transportation expenses paid • Regular health checkup • Company trip • Membership resort hotel available • Property accumulation savings • Low interest loan for property building housing • Congratulations and condolence money <p>[Insurance system]</p> <ul style="list-style-type: none"> • Health insurance • Welfare pension • Employment insurance • Industrial accident insurance <p>[Salary]</p> <p>Monthly salary: 250,000 yen or more</p> <p>*Determined based on experience and ability</p> <p>[Annual income example]</p> <p>3.5 million yen/1st year (monthly salary 250,000 yen + bonus)</p> <p>【allowance】</p> <ul style="list-style-type: none"> • Qualification allowance (real estate, etc.) • Salary increase/promotion: Once a year • Bonus: Twice a year
Holiday Description	<p>Full two-day weekend system</p> <p>@Basically Wednesdays and Sundays, days of the week can be adjusted upon request</p> <p>[Annual holidays]</p> <p>120 days</p> <p>【paid holiday】</p> <p>The 10th</p> <p>*Given after 6 months of joining the company</p> <p>[Vacation system]</p> <ul style="list-style-type: none"> • GW vacation • Summer vacation • New Year holiday • Congratulatory and condolence leave