

## Job Detail

Staff Level

Position Title	[Trade Admin] Major sports manufacturer/Use your English skills
Recruiter Company	Leverages Career China Co., Ltd
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Administrative - International Affairs Administrative - International Trading Administrative - Logistics/Materials & Purchase Control
Industry	Distribution/Retail
Location	Asia Japan Tokyo
Job Description	<p>[Job summary] We are looking for people who can work immediately in trade affairs, trade transactions, and trade operations.</p> <p>[Business content]  <ul style="list-style-type: none"> <li>• Trade operations for overseas subsidiaries and agents</li> <li>• Export/brokerage trade business</li> <li>• Preparation of shipping documents</li> <li>• Creation of order form</li> <li>• Correpon in English</li> <li>• Preparation of bank purchase documents</li> </ul> </p> <p>Trade Admin We are actively looking for potential candidates who can make an immediate contribution to trade transactions and trading operations.</p> <p>[Work responsibilities]  <ul style="list-style-type: none"> <li>- Communicate with overseas subsidiaries and distributors on tasks concerning international shipments.</li> <li>- Handle export and intermediary trading</li> <li>- Prepare shipping and other related documents</li> <li>- Prepare bank purchase documents</li> </ul> </p>
Qualifications	<p>【Prerequisite】  <ul style="list-style-type: none"> <li>• Experience in shipping work (export/brokerage)</li> <li>• Ability to manage work progress</li> <li>• Excel, Word, PowerPoint</li> <li>• English proficiency equivalent to TOEIC 600</li> </ul> </p> <ul style="list-style-type: none"> <li>- Experience in coordinating export/ intermediate shipment</li> <li>-Ability to manage business tasks effectively</li> <li>- Good skills in using Microsoft Office (Excel, Word, PowerPoint)</li> <li>- English level (TOEIC 600+ is preferred)</li> </ul> <p>[Welcome conditions]  <ul style="list-style-type: none"> <li>• Those who can think logically and have negotiation skills</li> <li>- Able to think logically</li> <li>- Able to manage negotiations</li> </ul> </p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	Depends on experience
	<p>【Welfare】  <ul style="list-style-type: none"> <li>• Various allowances: Family allowance, housing allowance, overtime allowance, etc.</li> <li>• Salary increase: Once a year (April)</li> <li>• Bonus: Twice a year (July, December)</li> <li>• Social insurance: health insurance, welfare pension insurance, employment insurance, workers' compensation insurance</li> </ul> </p>

Salary Description	<ul style="list-style-type: none"> <li>• Welfare benefits: Employee stock ownership system, childcare leave system, nursing care leave system, employee travel, etc.</li> <li>• Other: Smoking is prohibited throughout the company, and smoking is recommended for the health of our employees.</li> <li>• Allowances: Family allowance, housing allowance, overtime allowance, etc.</li> <li>• Salary raise: Once a year (April)</li> <li>• Bonus: Twice a year (July and December)</li> <li>• Social insurance: Health insurance, employee pension insurance, unemployment insurance, workers accident compensation insurance</li> <li>• Benefits: Employee stock ownership program, childcare leave, nursing care leave, company trips, etc.</li> <li>• Others: Smoking is prohibited throughout the company's facilities and is discouraged for the health of employees.</li> </ul>
Holiday Description	2 days off per week (closed on Saturdays, Sundays, and holidays)