

## Job Detail

Entries Level

Position Title	[General Management Department Staff] Major Chinese Bank/Leverage your language skills (Chinese/Japanese)
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	General Affairs/HR/Legal - General Affairs
Industry	Banking/Securities
Location	Asia Japan Tokyo
Job Description	<p>[No experience required] We are recruiting general management department staff for a major Chinese bank!</p> <p>[Business content] At the management department</p> <ul style="list-style-type: none"> <li>• Purchase, management and distribution of branch office supplies, etc.</li> <li>• Management related to fixed assets, consumables, keys, desks, etc. in the warehouse</li> <li>• Office rental and protection of basic facilities and related affairs for real estate agents</li> <li>• Branch safety management</li> <li>- Branch registration update related affairs</li> <li>• Company car driving</li> <li>• Settlement of various receipts</li> <li>• Customer response related support</li> <li>• Other general affairs (receiving periodicals and letters, environmental hygiene management, insurance, visa management, etc.)</li> </ul>
Company Info	<p>[Business details]</p> <ul style="list-style-type: none"> <li>• Investment bank</li> <li>• Fund management</li> <li>• Financial lease</li> <li>• Life insurance, etc.</li> </ul> <p>[Company characteristics] Our company operates under the motto of "emphasizing compliance" and "protecting customers by controlling credit risk, liquidity risk, administrative system risk, and market risk." With the goal of "improving customer satisfaction" and constantly focusing on developing new financial products and improving business standards, we strive to build multifaceted, high-level and efficient financial solution models and provide high-quality services to our customers. We will continue to contribute to the development of the financial economy.</p> <p>[Measures against passive smoking] No smoking indoors</p>
Working Hours	9:00-18:00 (Break time: 1 hour)
Qualifications	<p><b>【Prerequisite】</b></p> <ul style="list-style-type: none"> <li>• High school graduate or above</li> <li>• 5 or more years of commercial driving experience</li> <li>• Possession of Japanese driver's license</li> </ul> <p>[Welcome conditions]</p> <ul style="list-style-type: none"> <li>• Must have learning, cooperative, and communication skills</li> </ul>
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Business Conversation Level
Salary	Depends on experience

Salary Description	Hourly wage 1600~1800 yen
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	Temporary employee
Nearest Station	3 minutes walk from Tokyo Station

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