

## Job Detail

Staff Level

Position Title	English/Project Assistant (Secretary/General Affairs) [Inexperienced welcome/Work-from-home system available/Foreign consulting firm]
Recruiter Company	Global Leaf Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-02-28 / 2024-04-18
Job Type	Administrative - Secretary Administrative - Sales Assistant/Clerical/Receptionist Administrative - International Affairs
Industry	Business Consulting
Location	Asia Japan Tokyo
Job Description	<p>[Business overview] I am stationed permanently within the company of a major foreign-affiliated consulting company and perform all secretarial work as a project secretary. Since we will be working permanently with a foreign-affiliated company, we will be working in an environment where you can make good use of your English skills. The ratio of English usage in work is approximately 10%. (Divided largely depending on the project in charge.)</p> <p>[Specific job details]  <ul style="list-style-type: none"> <li>■Comprehensive project support</li> <li>■Schedule management</li> <li>■Email communication with external clients</li> <li>■Coordination with internal executive secretary</li> <li>■Meeting set</li> <li>■Business trip arrangements, dinner arrangements</li> <li>■Other related work related to the project in general</li> </ul>           *Each person is responsible for an average of 5 to 10 projects at the same time.</p>
Company Info	<p>[Company characteristics] Founded in the United States in 1864, our company is one of the world's leading general printing companies, and is a global company with 176 offices in 28 countries on four continents. Starting with the printing business, we are now expanding into business process outsourcing, financial information services, logistics services, and fulfillment businesses. Particularly in the field of outsourcing, as a leading company, we provide professional services to a variety of client companies, leveraging our extensive experience in outsourcing in areas such as finance, consulting, trading companies, and service industries, as well as our global support system. In 2014, we launched the same service in Japan.</p>
Working Hours	9:00-18:00 (60 minutes break)
Qualifications	<p>[Required skills/experience]  <ul style="list-style-type: none"> <li>■English: Business level (TOEIC score of 700 or above)</li> <li>■Those who were involved in communication (compromise work) with clients or internal management at a to-B business company.</li> <li>■Those who understand the use of MS software (PPT, Word, Excel, Outlook)</li> <li>■ Junior college graduate or above</li> </ul> </p> <p>[Welcome skills and experience]  <ul style="list-style-type: none"> <li>■Those who have experience in secretarial work, clerical work, and sales work.</li> </ul> </p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 5000K
	<p>[Salary] Estimated annual income: 4 million yen to 5 million yen</p>

Salary Description	*Overtime allowance will be paid separately. *Bonus: paid separately depending on individual performance (10% of MAX basic annual salary) *The position will be determined based on your previous job and experience.
Holiday Description	Complete five-day work week (Saturday and Sunday), holidays, and holidays designated by the company where you are permanently stationed Year-end and New Year vacation, paid vacation, congratulatory and condolence leave *Over 120 days off per year