

## Job Detail

Staff Level

Position Title	[Day shift] Trade customs clearance English data entry
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-17 / 2024-04-25
Job Type	Administrative - International Trading Administrative - Data Entry Administrative - Sales Assistant/Clerical/Receptionist
Industry	Other
Location	Asia Japan Osaka
Job Description	[Management of English data related to trade] Input and manage trade-related customs data in English. • Creation of import customs clearance data • Correct input of import customs clearance data *The PC application is written in English.
Company Info	Input of customs clearance data related to trade! You can put your English skills to good use! Work for a major, world-renowned company. Acquire knowledge and skills related to trade affairs. ★ Casual office clothes OK! You can also do hair coloring, piercings, and nails, so you can enjoy being fashionable♪
Working Hours	[Day shift] 9:00-18:00 (60 minutes break) *Work 5 days a week *Overtime is approximately 15 hours per month. *Shift work is also possible between 8:00 and 19:00 between Tuesday and Saturday! *Please contact us for more information.
Qualifications	Technology/Humanities/International Affairs Trade affairs • English is business level • Japanese level: N1 required (certificate required) • Be able to read and write in Japanese • Ability to use business honorific language in Japanese *People who can handle the relevant work, such as technology, humanities knowledge, international work, etc.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Hour Salary	JPY - Japanese Yen 1450JPY
Estimated Annual Salary	By employment history and skills
Salary Description	[Basic hourly wage] 1,450 yen/no transportation expenses [Monthly income example] 250,250 yen *Monthly income example is calculated based on 15 hours of overtime per month. (Includes overtime pay of 27,187 yen) *There is a difference between salary and take-home pay due to income tax, municipal tax, etc.  【Welfare】 Social insurance/employment insurance/worker's compensation insurance annual paid leave
Holiday Description	Closed on Saturdays, Sundays, and public holidays
	10 minutes by bus from Sakai Station on the Nankai Main Line

Nearest Station	*Transportation expenses will not be provided.
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