

Job Detail

Staff Level

Position Title	[Sales Affairs/Trade Affairs] Utilize English and Chinese/Working in Hyogo/Drug manufacturer for manufacturing industry
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 Trading Administrative - Sales Assistant/Clerical/Receptionist Administrative - International Affairs
Industry	Electronics, Components, and Semiconductor Manufacturing
Location	Asia Japan Hyogo
Job Description	<p>~ Chemical and surface treatment manufacturers for semiconductor manufacturing / Technologies used inside mobile terminals such as smartphones and electrical components and electronic devices of automobiles ~</p> <p>【job description】 In the logistics department, you will be primarily responsible for the following tasks:</p> <ul style="list-style-type: none"> • Trade affairs • Ordering and placing orders • Transportation arrangements • Material creation • Various administrative processing • Responding to emails and phone calls outside the company <p><About language usage> We have a group company in China, so in the future we will be responsible for communicating with you via email in Chinese. In the beginning, you will be covered in English, and there will be follow-up from someone who can speak local Japanese, so there is no problem if you can learn it after joining the company. For selective training programs where you can learn Chinese, and for those who qualify for incentive qualifications, we also cover the cost of taking the exam and provide incentives.</p>
Company Info	<p>■Topics: Domestic and overseas sales of chemicals for electronic substrates (world-class metal surface treatment technology for directly bonding metal and resin) are going well, and areas other than electronic substrates are expanding as products become lighter. For example, metal and resin bonding technology is attracting a lot of attention in the automobile industry.</p> <p>■High technological capabilities: Selected as one of the top 100 global niche companies by the Ministry of Economy, Trade and Industry in 2014. Our super-roughening agent material, which dramatically improves the adhesion between copper and resin on package substrates, holds a monopoly worldwide market share.</p> <p>■Long-term comfortable working environment: Our company policy is to "enjoy work," and we are promoting the creation of an environment that makes it easy to balance work and life. Both men and women have achieved long-term employment, with men working for 12.7 years and women working for 12.8 years. (FY2020), equity ratio 81.2%, operating profit margin 19.8% (FY2020)</p>
Working Hours	<p><Working hours classification></p> <ul style="list-style-type: none"> • Flex time system • Core time: 10:00-15:00 • Break time: 60 minutes (12:00-13:00) • Overtime work: Yes <p><Standard working hours> 8:45-17:20</p> <p><Other working hours supplement> Average overtime hours: around 10-20 hours/month</p>
	【Prerequisite】

Qualifications	<ul style="list-style-type: none"> • Over 2 years of practical experience in office work • Those who can communicate via email in English • Those who want to try working in Chinese (no business experience required. Those who studied at university are also welcome) • Requirement: Intermediate English <p>[Welcome conditions]</p> <ul style="list-style-type: none"> • Basic reading and writing skills in Chinese (Chinese proficiency test level 2 level, HSK level 3 level, and other equivalent Chinese language evaluation scores) • People with high IT literacy (those who have experience using in-house systems, etc.)
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Business Conversation Level
Salary	JPY - Japanese Yen JPY 5000K - JPY 5500K
Salary Description	<p>【Welfare】</p> <p><Supplementary information on each allowance/system></p> <ul style="list-style-type: none"> • Commuting allowance: Full transportation expenses paid • Family allowance: 10,000 yen for spouse, 5,000 yen per child • Housing allowance: *Refer to welfare and other columns • Dormitory company housing: Single dormitory rental system for young people from rural areas • Social insurance: No additional information • Retirement allowance system: Reemployment system available • Retirement age: 60 years old <p><Education system/qualification assistance supplement></p> <ul style="list-style-type: none"> • External seminars, rank-specific education <p><Other supplements></p> <ul style="list-style-type: none"> • Employee stock ownership association • Employee mutual aid association • Property accumulation savings • Various club activities • Kurumin certification (certification as a child-rearing support company) • Housing allowance: 20,000 yen for household head / 30,000 yen for household head (with dependents) / 5,000 yen for non-household head • Family allowance: Spouse allowance 10,000 yen, 5,000 yen per child <p>[Salary notes]</p> <ul style="list-style-type: none"> • Estimated annual income: 4.5 million yen to 5.5 million yen • Monthly salary (basic salary): 244,490 yen ~ • Other fixed allowances/month: 5,000 yen~ • Monthly salary: 249,490 yen ~ • Overtime allowance: Yes • Salary increase: Once a year • Bonus: Twice a year (June and December) <p>(*In the case of 6 months annual bonus, overtime pay is not included)</p> <p>Wages are only a guideline amount and may change depending on the selection process. Monthly salary (monthly) includes fixed allowances.</p>
Holiday Description	<ul style="list-style-type: none"> • Complete 2 days off per week (holidays depend on the company calendar) • 10 to 20 days of annual paid vacation (minimum number of days is the number of days granted after 6 months have passed since joining the company) • Number of holidays per year: 125 days • Summer vacation, year-end and New Year vacation, paid vacation (10 days to maximum 20 days after 6 months of joining the company), childcare leave (5 days leave per year available) <p>*Based on internal calendar</p>