

Job Detail

Staff Level

Position Title	[Sales/Consultant Assistant]
Recruiter Company	Leverages Career China Co., Ltd
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Education/Training/Language Specialist - Translator
Industry	Business Consulting
Location	Asia China Shanghai
Job Description	<p>Utilizing your language skills, you will be involved in sales activities to acquire new projects and translation work as an assistant to our in-house consultants.</p> <p>Our company is expanding its business in various countries in the area of expert matching, specializing in Southeast Asia and East Asia, but the Shanghai office is expanding its business to consulting rather than expert matching. Currently, we have a small and elite team of three full-time employees, including those from consulting firms, and we are considering increasing our workforce.</p>
Working Hours	9:00-18:00 (1 hour lunch break)
Qualifications	<p>【Prerequisite】</p> <ul style="list-style-type: none">• Japanese business level or higher• English or Chinese at business level or above• 1-3 years or more of work experience in a business similar to sales or consulting <p>【Welcome conditions】</p> <ul style="list-style-type: none">• Work experience at a consulting firm
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Business Conversation Level
Salary	Depends on experience
Salary Description	<ul style="list-style-type: none">• Estimated salary From 15,000 yuan, 1 month's bonus in principle