

Job Detail

Entries Level

Position Title	[Advertising Operations Assistant] Famous global major IT company that everyone knows (originated in China)/Chinese language used
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	Telecommunications/Information Services
Location	Asia Japan Tokyo
Job Description	<p>A major IT company - you can make use of your Chinese skills!</p> <p>[Business content]</p> <p>App advertising operations assistant</p> <ul style="list-style-type: none">• In-house system registration of projects• Aggregation of numerical values such as advertising performance and advertising creative effectiveness.• Bid adjustment, creative submission work, etc.• Communication with Japanese people outside the company using messenger tools and email (BtoB)
Working Hours	9:30-18:30 (break time 12:00-13:00)
Qualifications	<p>★Required OA skills Power Point: Intermediate level Word: Intermediate level Excel: Intermediate level</p> <p>【Prerequisite】</p> <ul style="list-style-type: none">• Those who can carry out steady work with a sense of responsibility• Able to work overtime during busy periods such as the end of the month and the beginning of the month (up to 3 hours/day as a guide)• Chinese native or business level or above/Japanese business level or above• Years of working experience: 2 to 3 years or more <p>[Welcome content]</p> <ul style="list-style-type: none">• Experience in operating programmatic advertising• Knowledge of Excel macros• Knowledge of SQL• Those who are good with numbers• People who are willing to absorb new things• Those with experience in the web, app, and advertising industries• People who like advertising and can talk about good web advertisements they have seen recently.• Those who can formulate a hypothesis and take action
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Business Conversation Level
Salary	Depends on experience
Salary Description	Hourly wage 1450~1600 yen Transportation expenses provided
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	Temporary employee
Nearest Station	1 minute walk from Roppongi Station on the Tokyo Metro Hibiya Line

