

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] 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

