

Job Detail

Entries Level

Position Title	[Administration] Historic joint office/Taiwanese Chinese required/Nakano Ward
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	Other
Location	Asia Japan Tokyo
Job Description	<p>There is a chance to become a full-time employee ♪ Work by making use of your Chinese skills!</p> <p>◆General office work at the joint office</p> <p>① General administrative work related to registration</p> <ul style="list-style-type: none"> • Real estate registration work: Preparation of rights-related documents • Communicate with clients and real estate brokerage companies (China and China) and legal affairs bureaus, etc., and prepare registration documents. • Final tax return services for those who purchased a condominium or other house with a loan and for income from the transfer of land and buildings. • Document preparation assistant (lectures available on document preparation) <p>② Translation and interpretation services for communications with real estate companies in Taiwan and Hong Kong</p> <p>③Other related duties in general</p>
Company Info	<p>We are a joint office with a history of over 50 years.</p> <p>This is a joint office that brings together judicial scriveners, land and house surveyors, surveyors, tax accountants, certified public accountants, and other professions.</p> <p>There are many opportunities to interact with people from other professions, and it is an environment where you can gain a variety of knowledge.</p> <p>[Second-hand smoking measures available] No smoking indoors</p>
Working Hours	<p>9:00-18:00 (60 minutes break)</p> <p>(Working once a month on Saturday 9:00-15:00)</p>
Qualifications	<p>【Prerequisite】</p> <ul style="list-style-type: none"> ◆Chinese (Traditional Taiwanese) native language ◆Japanese business level ◆ Administrative experience at a company or various offices in Japan <p>[Welcome conditions]</p> <ul style="list-style-type: none"> ◆Work experience at a tax accountant office ◆Bookkeeping qualification
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Native Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 3500K
Salary Description	<p>Hourly wage 1400~1550 yen</p> <p>Transportation expenses provided</p>
Holiday Description	<p>Working days: Monday, Tuesday, Wednesday, Thursday, Friday</p> <p>Vacation: Saturday, Sunday</p>
Job Contract Period	Temporary employee
Nearest Station	<p>6 minutes walk from Nakano (Tokyo) station</p> <p>12 minutes walk from Arai Yakushi-mae Station</p>

