

Job Detail

Staff Level

Position Title	Sales office work in English for major manufacturers
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-09 / 2024-05-09
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	
Location	Asia Japan Kyoto
Job Description	<p>[Sales office work in English for a major manufacturer] This is a sales office job in the logistics department of a major manufacturer.</p> <ul style="list-style-type: none"> • Preparation of import/export documents, processing of check data • Internal and external administrative processing • Supplier contact support (telephone support, billing processing, delivery arrangements, etc.) • Coordination with each department • System processing (SAP processing, etc.)
Company Info	<p>You can work by making use of your experience in trade affairs. It's a rewarding job. We are looking for people with experience in trade affairs and negotiation experience!</p> <p>★Uniforms available! Rental is free! ★Hair dyeing, piercings, and nails OK! You can enjoy fashion♪</p>
Working Hours	[Day shift] 9:00-18:00 (8 hours of actual work) *Work 5 days a week *Overtime is approximately 5 hours per month.
Qualifications	<p>Technical/Humanities/International Affairs Sales Administration</p> <ul style="list-style-type: none"> -Business level Japanese -Ability to read and write Japanese -Ability to use honorific business language in Japanese -Experience creating trade documents -Basic PC skills (Excel, Word) -Ability to read and write emails in English <p>*Those who can handle the relevant duties, such as technical/humanities/international affairs *Those who can work in Japan</p>
Japanese Level	Business Level(JLPT Level 2 or N2)
Hour Salary	JPY - Japanese Yen 1550JPY
Estimated Annual Salary	By employment history and skills
Salary Description	<p>[Basic hourly wage] 1,550 yen [Monthly income example] 257,688 yen *Monthly income example is calculated based on 5 hours of overtime per month. (Includes overtime pay of 9,688 yen) *There is a difference between salary and take-home pay due to income tax, municipal tax, etc.</p> <p>【Welfare】 Fully equipped with social insurance, employment insurance, and workers' compensation insurance annual paid leave Transportation expenses provided (company regulations apply) Uniform available (free)</p>
Holiday Description	Saturdays and Sundays off (2 days off per week) *Company calendar available

Nearest Station

- 8 minutes walk from Hankyu Kyoto Main Line Omiya Station
- 8 minutes walk from Saiin Station on the Hankyu Kyoto Main Line