

Job Detail

Staff Level

Position Title	[Sales Administrator] Utilize your Chinese language skills while working in Japan!
Company Name	ZIPLUS Co., Ltd.
Activated / Updated	2024-04-25 / 2024-05-09
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Customer Service - Customer Support Administrative - International Affairs
Industry	Telecommunications/Information Services
Location	Asia Japan Tokyo
Job Description	<p>Our company operates a multilingual information platform focused on Japanese driver's license training camps, committed to providing essential information to our customers.</p> <p>Join our dynamic team if you are fluent in Chinese and Japanese, and eager to assist customers interested in acquiring a Japanese driver's license.</p> <p>■ Job Description: We're looking for a fluent Chinese speaker with exceptional communication skills.</p> <p>You will be entrusted with:</p> <ol style="list-style-type: none"> 1. Training Camp Reception: <ul style="list-style-type: none"> - Respond to inquiries through WeChat, LINE, and phone calls regarding driver's license acquisition and training camps for driver's licenses. - Provide information, application procedures, and enrollment support to customers, with a primary focus on Chinese-speaking individuals. 2. Social Media Management: <ul style="list-style-type: none"> - Regularly post content on REDBOOK, Instagram, and TikTok related to driving and training camps for driver's licenses. - Create eye-catching visuals for posts using tools like Canva. 3. Translation Work: <ul style="list-style-type: none"> - Translate foreign language driver's licenses. - Translate the types and conditions of driver's licenses written in Chinese and send the translated text to the clients. 4. Other Tasks: <ul style="list-style-type: none"> - Perform administrative support duties such as data entry duties, document organization, etc.
Company Info	<p>"Supporting a happy life with a car!"</p> <p>At Ziplus Corporation, established in August 2017, our mission is to advocate for the happiness that comes with owning a driver's license and a car. We are dedicated to conveying the utility and joy of life with a license and a car to those who may not yet realize its value.</p> <p>Milestones: August 2017: Founding of Ziplus Corporation. May 2018: Launch of the innovative portal site, "AIDI." May 2020: Introduction of the multilingual website, "JDL." March 2021: Strategic relocation of our office. April 2021: Expansion of our reach through the introduction of translation services.</p> <p>■ Workplace Environment: At Ziplus Corporation, we provide an environment where employees can enhance their skills and personal growth. Currently, half of our workforce is composed of individuals from different countries, but our common language within the company is Japanese. This allows for frequent communication and collaboration among team members. Even if you have no prior experience, you can work in a safe and inclusive environment.</p> <p>Joining our team provides a valuable opportunity to utilize your language skills and contribute to our mission of supporting individuals to live happy lives with a license and a car.</p> <p>[Passive smoking Smoking Countermeasures]</p>

	No smoking on the entire premises
Working Hours	10:00 AM to 7:00 PM (8-hour).
Qualifications	<p>[Must Have]</p> <ul style="list-style-type: none"> - Business-level Chinese language proficiency. - Business-level Japanese language proficiency (JLPT N2 or above). - Minimum 1 year of work experience. - Basic PC skills (including Excel functions, etc.). <p>[Good to Have]</p> <ul style="list-style-type: none"> - Business-level English language proficiency (TOEIC 735-860). <p>■ Ideal Candidate Profile:</p> <ul style="list-style-type: none"> - Possesses strong teamwork and communication skills. - Demonstrates careful and responsible task execution. - Independent and proactive in planning and work. - Flexible and adapts positively to changes.
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Business Conversation Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 4500K
Salary Description	<p>Annual salary inclusive of bonuses and benefits. Overtime is rarely needed, estimated at 5-10 hours monthly when required.</p> <p>■ Monthly Salary: JPY 220,000 to JPY 300,000 (includes 10 hours of fixed overtime).</p> <p>■ Bonus: Twice a year (June and December), depend on business performance.</p> <p>■ Allowances and Benefits</p> <ul style="list-style-type: none"> - Transportation: Reimbursement up to JPY 20,000/month. - Social Insurance: Includes employee pension, health insurance, unemployment insurance, and worker's accident compensation insurance. - In-House Awards: Recognition system for outstanding performance. - Employee Training: Annual trips (e.g., this year's trip to Hokkaido). - Health Checkups: Regular medical examinations. - Driver's License Acquisition: Support for driver's license acquisition. - Free drinks and snacks available, including electrolyzed hydrogen water.
Holiday Description	<ul style="list-style-type: none"> - Two-day holidays per week (Holidays include weekdays. Working days of the week are negotiable.) - Paid vacations (10 days, granted after 6 months of employment) - Year-end and New Year vacations (5 to 6 days) - Celebration or condolence leave - Special Leaves: Includes celebration, condolence, maternity, childcare, and nursing care leave, - Refreshment leave (2 days) - Anniversary leave (Up to 4 days)
Job Contract Period	Type: Permanent Employee Probation period: 6 months after employment, no change in treatment (The probation period can be reduced depending on employment conditions, etc.)
Nearest Station	<ul style="list-style-type: none"> - 5-minute walk from "Shinsen Station" on the Keio Inokashira Line or - Approximately 10-minute walk from "Shibuya Station" on each line