

Job Detail

Staff Level

Position Title	[Tokyo] Trade affairs *Excellent trading company with top domestic market share for feather raw materials
Recruiter Company	SAKURA INTERNATIONAL INC. Arukas Staffing Service Project
Company Name	Company name is private
Activated / Updated	2024-03-19 / 2024-04-30
Job Type	Administrative - International Trading
Industry	Wholesale Trade/Import-Export
Location	Asia Japan Tokyo
Job Description	<p>You will be entrusted with the work as our company's trade affairs representative. With a very comfortable working environment, this company is perfect for those who want to work for a long time.</p> <p>■Business details: Depending on your experience, we will entrust you with one of the following tasks.</p> <ul style="list-style-type: none"> • Clerical work related to import, export, and trilateral transactions of feather raw materials • Export/import procedures, trade document creation, import/shipment management, invoice creation, deposit/withdrawal/accounts payable management, etc. • English mainly involves email communication and document creation. <p>Regarding English, there is no problem as long as you use a translation tool etc. In addition to trade administrative work, we also handle contract management work (progress management).</p> <p>■Organizational structure: There are two men in this position.</p> <p>■Working style: The average overtime is around 20-30 hours, and the retention rate in the organization is high, making it possible to work long-term. We also have a maternity and childcare leave system, so it is a comfortable working environment for women who want to work for a long time.</p>
Company Info	<p>■Characteristics of our company: We will become Japan's top wholesaler of feather raw materials. The company was established in November 2008 as a Japanese corporation by He Lung Feathers in Taiwan, and engages in the wholesale of down raw materials and sales of down comforters. In addition, the company's group companies manufacture down comforters at a manufacturing factory that boasts one of the largest facilities in Japan.</p> <p>Furthermore, in 2014, a group company started a bedding rental business. In addition, a group company started a linen supply business in 2020, operating 8 factories across the country, and managing profit and loss for each factory.</p>
Working Hours	<p>9:00-18:00 (Regular working hours: 8 hours 0 minutes) Break time: 60 minutes Average overtime hours: 20-30 hours</p>
Qualifications	<p><Required></p> <ul style="list-style-type: none"> • Trade office experience • Basic PC skills (Excel, Word) • Eiken level 2 (everyday conversation level) <p><Welcome></p> <ul style="list-style-type: none"> • Chinese skills
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4000K - JPY 5000K

Salary Description	<p><Monthly salary> 280,000 yen - 350,000 yen *The stated amount may change depending on the selection process.</p> <p><Allowance> Commuting allowance: actual expenses paid (no upper limit) Family allowance: Dependent allowance available *Various allowances will be paid according to regulations.</p> <p><Salary increase> Once a year</p> <p><Bonus> Twice a year</p>
Holiday Description	<p>2-day weekend system (Saturday, Sunday, and holidays) Summer vacation, year-end and New Year holidays (December 29th to January 4th), congratulatory and condolence holidays Annual paid leave (granted after 6 months of joining) Number of holidays per year: 123 days</p>
Job Contract Period	Appointment to full-time employee *3 month trial period
Nearest Station	<p>main office Address: 5F Asahi Kanko Building, 2-4-3 Fujimi, Chiyoda-ku, Tokyo</p>