

## Job Detail

Staff Level

|                         |  |
|-------------------------|--|
| Position Title          | 3 times a week - OK! Active staff focused on communication   |
| Staff Company           | Sogo Career Option Co., Ltd.   |
| Company Name            | Company name is private  |
| Activated / Updated     | 2024-05-09 / 2024-05-13  |
| Job Type                | Sales/AE - HR Sales  |
| Industry                | Employment Agency  |
| Location                | Asia Japan Tokyo   |
| Job Description         | <p>[3rd week - OK! Active staff who mainly focus on communication]</p> <p>No experience required!<br/> You can work from 3 days a week!<br/> First, we will call the companies on the list and guide you to job sites for foreign personnel.<br/> Recommended for those who want to work actively!</p> <p>Once you get used to it, you may find yourself supporting corporate customers or conducting market research.<br/> Our kind seniors will teach you carefully, so it's OK even if you have no experience!<br/> People with no experience are working hard!</p> |
| Company Info            | <p>No experience required!<br/> We have plenty of training time, so you can ask lots of questions about anything you don't understand!<br/> Start your work with peace of mind!<br/> There are many people working there who have no experience in office work!<br/> I work in a stylish office ♪<br/> It is OK to balance private life and work ♪<br/> You can work according to your lifestyle ♪</p>   |
| Working Hours           | [Day shift] ☆Choice of working hours☆ ①10:00-15:00 (no break) ②10:00-16:00 (45 minutes break) ③10:00-17:00 (60 minutes break)  |
| Qualifications          | <ul style="list-style-type: none"> <li>• No office work experience required!</li> <li>• No industry experience required!</li> </ul> <p>*Interviews are held at the Nishi-Shinjuku office from time to time.<br/> ①Document screening<br/> ②Written exam (calculation questions/general knowledge test)<br/> ③Interview</p>   |
| English Level           | Business Conversation Level (TOEIC 735-860)  |
| Japanese Level          | Business Level(JLPT Level 2 or N2)   |
| Hour Salary             | JPY - Japanese Yen 1500JPY   |
| Estimated Annual Salary | By employment history and skills   |
| Salary Description      | <p>[Basic hourly wage] 1,500 yen<br/> [Monthly salary example] (6 months after joining) 235,000 to 240,000 yen<br/> *Incentives available!</p> <p>[Employee benefits]<br/> Social insurance, employment insurance, and workers' compensation insurance<br/> Annual paid leave<br/> Long vacations (summer vacation and New Year's holiday)<br/> Childcare leave/nursing care leave<br/> Salary increases available (subject to company regulations)</p>  |

|                     |   |
|---------------------|---|
| Holiday Description | Closed on Saturdays, Sundays, and public holidays *Company calendar available |
| Job Contract Period | We will inform you of the selection procedure, so please apply.               |
| Nearest Station     | 5 minutes walk from Shinjuku Station  |

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