

Job Detail

Staff Level

Position Title	accounting support
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-30 / 2024-05-30
Job Type	Finance/Accounting - Accounting
Industry	Manufacturing - Other
Location	Asia Japan Tokyo
Job Description	<p>[Accounting support] I will support the accounting department.</p> <ul style="list-style-type: none"> • Daily journal entry/expense settlement • Accounts payable management/invoicing • Telephone support (mainly inquiries from within the company and banks. *Only several calls per day) • Other general affairs (data entry, document creation, etc.) <p>*You will also be responsible for monthly duties depending on your experience and skills.</p>
Company Info	<p>Aim to improve your accounting skills! People with accounting experience are active. It's a rewarding job because you can aim to improve your own skills.</p> <p>★A free shuttle bus is available from Shinjuku Station. ★You must wear a suit when working.</p>
Working Hours	[Day shift] 8:45-17:30 (8 hours of actual work) (Break: shift system 11:45-12:30 or 12:30-13:15) *Work 5 days a week *About 15 hours per month
Qualifications	<p>Technical/Humanities/International Affairs Accounting -Business level Japanese -Ability to use honorific business language in Japanese -Ability to read and write Japanese -General office experience (6 months or more) or customer service experience (1 year or more) -Basic PC skills *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 1890JPY
Estimated Annual Salary	By employment history and skills
Salary Description	<p>[Basic hourly wage] 1,890 yen / No transportation expenses [Monthly salary example] 337,838 yen *Monthly salary example is calculated based on 15 hours of overtime per month. (Overtime pay of 35,438 yen is included.) *Salary amount and net amount may differ due to income tax, municipal tax, etc.</p> <p>[Employee benefits] Social insurance, employment insurance, workers' compensation insurance Annual paid leave</p>
Holiday Description	Saturdays and Sundays off (2 days off per week)
Job Contract Period	We will inform you of the selection procedure, so please apply.

Nearest Station

7 minutes walk from Tochomae Station on the Toei Oedo Line
*Transportation expenses will not be provided.
*There is a free shuttle bus from Shinjuku Station.