

## Job Detail

Staff Level

Position Title	[Use your English skills] Work hard, including creating documents and data entry, with no experience in clerical work★120 days or more of annual vacation
Recruiter Company	iHOLON Co.,Ltd
Company Name	Company name is private
Activated / Updated	2024-04-19 / 2024-05-08
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	Employment Agency
Location	Asia Japan Tokyo
Job Description	<p>【job description】</p> <p>As a clerical worker, you will be mainly responsible for simple tasks such as data entry such as attendance management, creation of internal documents, and filing. *English will be used for work.</p> <p>[Education and training system]</p> <p>Don't worry if it's your first time working in an office! We offer comprehensive training.</p> <p>&lt;You can learn this&gt;</p> <ul style="list-style-type: none"><li>• Basic PC operations such as Excel and Word</li><li>• Telephone answering</li><li>• How to create business emails</li><li>• Tips for working efficiently</li></ul>
Company Info	<p>[Welcome human resources]</p> <p>No experience required, no need to change jobs! Part-time worker/working debut OK! Seniors who started out with no experience in sales, food and beverage, childcare, etc. are currently active.</p> <p>&lt;About 80% started with no experience&gt;</p> <p>The seniors' previous jobs include apparel sales, restaurant staff, childcare workers, and sales. There is training that you can learn with your peers, so there is no need to worry even if you have no office experience!</p>
Working Hours	<p>9:00-18:00 (Regular working hours: 8 hours, break 1 hour)</p> <p>or</p> <p>9:00-17:30 (Regular working hours: 7.5 hours, 1 hour break)</p> <p>*Working hours vary depending on the company to which you are assigned.</p>
Qualifications	<p>Those who meet all of the following</p> <ul style="list-style-type: none"><li>• Those with more than half a year of working experience (regardless of employment type)</li><li>• Those who are comfortable with English</li></ul> <p>★Inexperienced in industry/occupation possible★</p> <p>The focus will be on people.</p>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Chinese Level	None
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K
	<p>&lt;In the case of 8 hour work&gt;</p> <p>Estimated annual income: 2,847,000 yen ~ (without overtime)</p>

Salary Description	<p>Monthly salary: 219,000 yen ~</p> <p>[Breakdown of monthly salary]</p> <ul style="list-style-type: none"> <li>• Basic salary: 206,000 yen ~</li> <li>• Monthly fixed amount allowance: Class salary 13,000 yen ~</li> </ul> <p>&lt;If working for 7 hours and 30 minutes&gt;</p> <p>Estimated annual income: 2.73 million yen ~ (without overtime)</p> <p>Monthly salary: 210,000 yen ~</p> <p>[Breakdown of monthly salary]</p> <ul style="list-style-type: none"> <li>• Basic salary: 197,000 yen ~</li> <li>• Monthly fixed amount allowance: Class salary 13,000 yen ~</li> </ul> <ul style="list-style-type: none"> <li>• Salary increase available</li> <li>• Bonus: Once a year (1 month)</li> <li>• Overtime allowance (paid separately)</li> <li>• Commuting transportation expenses (regulations apply, up to 30,000 yen per month)</li> </ul>
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