

Job Detail

Staff Level

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| Position Title | General affairs assistant |
| Staff Company | Sogo Career Option Co., Ltd. |
| Company Name | Company name is private |
| Activated / Updated | 2024-05-09 / 2024-05-09 |
| Job Type | General Affairs/HR/Legal - General Affairs Administrative - Secretary Administrative - Sales Assistant/Clerical/Receptionist |
| Industry | Internet Services/ISP (Internet Service Provider) |
| Location | Asia Japan Tokyo |
| Job Description | <p>[General affairs assistant] This is an office work as a general affairs assistant.</p> <p>■Seal application assistant for contracts</p> <ul style="list-style-type: none"> • Application for sealing • Manage contracts (submit/receive PDF data, original documents) • Work associated with seal application <p>*Communicate with related parties within the company via chat and email.</p> <p>■Business trip arrangement assistant</p> <ul style="list-style-type: none"> • Business trip arrangements (travel time, hotel, weekly survey, arrangement requests) • Internal approval application/expense settlement • Work associated with business trip arrangements <p>*Communicate with related parties within the company via chat and email.</p> <p>■Secretary assistant</p> <ul style="list-style-type: none"> • Secretary assistance (business card management, dinner candidate restaurant research, souvenir research, etc.) • System-related internal applications (PC, mobile, etc.) • Office environment maintenance and equipment management |
| Company Info | <p>People from various countries are active! Office work experience can be put to good use! General affairs assistant work popular among women! Improve your general affairs, secretarial, and accounting skills. ★ Office casual attire is OK! You can enjoy fashion!</p> |
| Working Hours | [Day shift] 9:30-18:30 (8 hours of actual work) *Work 5 days a week *Overtime is approximately 5 hours per month. |
| Qualifications | <p>Technical/Humanities/International Affairs General Affairs</p> <ul style="list-style-type: none"> -Japanese level: N1 required (certificate required) -Ability to read and write Japanese -Ability to use honorific business language in Japanese -Office work experience (1 year or more) -Work experience (3 years or more) -Experience using IT tools and applications (slack, ZOOM) -Basic PC operation (Word, Excel) -Able to work in Japan (living in Japan) <p>*The following would be a plus</p> <ul style="list-style-type: none"> -Secretary experience -Experience in contract administration, general affairs administration, or practical experience in travel agency arrangements <p>*Able to handle relevant duties such as technical/humanities/international affairs *Able to work in Japan</p> |
| Japanese Level | Fluent(JLPT Level 1 or N1) |
| Hour Salary | JPY - Japanese Yen 1650JPY Over |
| Estimated Annual Salary | By employment history and skills |
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| Salary Description | <p>[Hourly wage] 1,650 yen / No transportation expenses [Monthly salary example] 274,313 yen *Monthly salary example is calculated based on 5 hours of overtime per month. (Overtime pay of 10,313 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) |
| Nearest Station | <ul style="list-style-type: none"> • 5 minutes walk from Shibuya Station on the JR Yamanote Line • 10 minutes walk from Shinsen Station on the Keio Inokashira Line *Transportation expenses will not be provided. |