

## Job Detail

Staff Level

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"> <li>• Application for sealing</li> <li>• Manage contracts (submit/receive PDF data, original documents)</li> <li>• Work associated with seal application</li> </ul> <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"> <li>• Business trip arrangements (travel time, hotel, weekly survey, arrangement requests)</li> <li>• Internal approval application/expense settlement</li> <li>• Work associated with business trip arrangements</li> </ul> <p>*Communicate with related parties within the company via chat and email.</p> <p>■Secretary assistant</p> <ul style="list-style-type: none"> <li>• Secretary assistance (business card management, dinner candidate restaurant research, souvenir research, etc.)</li> <li>• System-related internal applications (PC, mobile, etc.)</li> <li>• Office environment maintenance and equipment management</li> </ul>
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"> <li>-Japanese level: N1 required (certificate required)</li> <li>-Ability to read and write Japanese</li> <li>-Ability to use honorific business language in Japanese</li> <li>-Office work experience (1 year or more)</li> <li>-Work experience (3 years or more)</li> <li>-Experience using IT tools and applications (slack, ZOOM)</li> <li>-Basic PC operation (Word, Excel)</li> <li>-Able to work in Japan (living in Japan)</li> </ul> <p>*The following would be a plus</p> <ul style="list-style-type: none"> <li>-Secretary experience</li> <li>-Experience in contract administration, general affairs administration, or practical experience in travel agency arrangements</li> </ul> <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

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"> <li>• 5 minutes walk from Shibuya Station on the JR Yamanote Line</li> <li>• 10 minutes walk from Shinsen Station on the Keio Inokashira Line</li> </ul> *Transportation expenses will not be provided.