

## Job Detail

Staff Level

Position Title	[President's Secretary] Blockchain virtual currency Bitcoin No. 1 major crypto asset industry Foreign nationals welcome and visa support available
Recruiter Company	Green Forest Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-20 / 2024-05-21
Job Type	Administrative - Secretary General Affairs/HR/Legal - General Affairs Administrative - Sales Assistant/Clerical/Receptionist
Industry	
Location	Asia Japan Tokyo
Job Description	<p>You will be responsible for secretarial work for the representative director, support work for executives, and general affairs. In secretarial work, you will be responsible for coordinating with important parties including VIP clients, so attentiveness is important in this position.</p> <p>We welcome anyone who can make positive suggestions for growing the company and making suggestions for improving work efficiency!</p> <p>Specific work content</p> <ul style="list-style-type: none"> <li>○Secretarial work <ul style="list-style-type: none"> <li>▪ Schedule adjustment/various arrangements regarding business trips</li> <li>▪ Customer support (visitor support, email/phone support, etc.)</li> <li>▪ Arranging dinner parties, arranging souvenirs, etc.</li> </ul> </li> <li>○General affairs work <ul style="list-style-type: none"> <li>▪ Equipment management/arrangement/repair support</li> <li>▪ Management of approval documents and contracts</li> <li>▪ Bill processing, etc.</li> </ul> </li> </ul> <p>*Some of the duties include general affairs that span the group.</p>
Company Info	<p>[Image of the person you are looking for]</p> <ul style="list-style-type: none"> <li>▪ Enthusiastic and sincere person</li> <li>▪ Those who can respond flexibly to changes with a sense of speed</li> <li>▪ Those who can communicate logically</li> <li>▪ Those who have problem setting ability, problem solving ability, and execution ability</li> </ul>
Qualifications	<p>[Required skills/experience]</p> <ul style="list-style-type: none"> <li>▪ Support work experience in secretarial, general affairs, sales office work, etc. (2 years or more)</li> <li>▪ Person with high level of hospitality</li> <li>▪ Those who can respond to emails in English</li> <li>▪ Those who can proactively tackle multitasking</li> </ul> <p>[Welcome skills and experience]</p> <ul style="list-style-type: none"> <li>▪ Business level English skills</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 4000K - JPY 5500K
Salary Description	Social Insurance Commuting/ Transportation Allowance Education/ Training
	Five-Day Workweek Summer Holidays Winter Holidays

Holiday Description	Refresh Holidays Paid Holidays Congratulatory or Condolence Leave Child-care Leave Sick Leave
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