

## Job Detail

Staff Level

Position Title	Sales support in Spanish and Portuguese
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-09 / 2024-05-09
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Administrative - Data Entry Education/Training/Language Specialist - Interpreter
Industry	Tourism/Hotels, Lodging/Restaurant, Food Services
Location	Asia Japan Tokyo
Job Description	[Spanish/Portuguese sales support] Sales support work for a major travel group! I work in the sales department, which sells Japanese travel overseas. <ul style="list-style-type: none"> <li>• Support work in Spanish or Portuguese</li> <li>• Response to sales calls</li> <li>• Creating reports to sales and sending emails</li> <li>• Internal system information registration</li> <li>• Document creation and data aggregation in Word/Excel</li> </ul>
Company Info	Foreign employees are also active! You can work by making use of your Spanish and Portuguese! Sales support for a major travel group! People with strong communication skills and a strong desire to work will be successful. ★ Casual office clothes OK!
Working Hours	[Day shift] 9:30-18:00 (actual working time 7 hours 30 minutes) *Work 5 days a week *Working 4 days a week or working until 17:00 is also negotiable! *Overtime is approximately 15 hours per month.
Qualifications	Technical/Humanities/International Business Interpreter <ul style="list-style-type: none"> <li>-Japanese level: N1 required (certificate required)</li> <li>-Able to read and write Japanese</li> <li>-Able to use honorific business language in Japanese</li> <li>-Business level Spanish or Portuguese (※TOEIC score of 900 or above is also acceptable)</li> <li>-Office work experience (1 year or more)</li> <li>-Basic PC skills (able to use SUM function and arithmetic +×÷ in Excel)</li> <li>-Some understanding of Japanese geography</li> </ul> ※Experience in the travel industry is a plus ※Able to handle relevant tasks such as technical/humanities/international business ※Able to work in Japan
English Level	Fluent (TOEIC 865-)
Japanese Level	Fluent(JLPT Level 1 or N1)
Other Language1	Spanish(Business Conversation Level)
Other Language2	Portuguese(Business Conversation Level)
Hour Salary	JPY - Japanese Yen 1800JPY
Estimated Annual Salary	By employment history and skills
	[Hourly wage] 1,800 yen / No transportation expenses [Monthly salary example] 303,750 yen

Salary Description	<p>*Monthly salary example is calculated based on 15 hours of overtime per month. (Overtime pay of 33,750 yen is included)</p> <p>*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	<p>Saturdays and Sundays off (2 days off per week)</p> <p>*Company calendar available</p>
Nearest Station	<ul style="list-style-type: none"> <li>• 3 minutes walk from Tokyo Monorail Tennozu Isle Station.</li> <li>• 5 minutes walk from Tennozu Isle Station on the Rinkai Line.</li> </ul> <p>*Transportation expenses will not be provided.</p>