

Job Detail

Staff Level

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| 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"> • Support work in Spanish or Portuguese • Response to sales calls • Creating reports to sales and sending emails • Internal system information registration • Document creation and data aggregation in Word/Excel |
| 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 -Japanese level: N1 required (certificate required) -Able to read and write Japanese -Able to use honorific business language in Japanese -Business level Spanish or Portuguese (*TOEIC score of 900 or above is also acceptable) -Office work experience (1 year or more) -Basic PC skills (able to use SUM function and arithmetic +*÷ in Excel) -Some understanding of Japanese geography *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 |

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| 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"> • 3 minutes walk from Tokyo Monorail Tennozu Isle Station. • 5 minutes walk from Tennozu Isle Station on the Rinkai Line. <p>*Transportation expenses will not be provided.</p> |