

Job Detail

Staff Level

Position Title	Secretary/President's Office Operations (Administrative Support) Target Company Listed on NASDAQ Foreign Nationals Welcome Visa Sponsorship Possible
Recruiter Company	Green Forest Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-29 / 2024-05-13
Job Type	Administrative - Secretary Administrative - Sales Assistant/Clerical/Receptionist Administrative - Other
Industry	
Location	Asia Japan Tokyo
Job Description	<ul style="list-style-type: none">• President's office office work• General administrative support for corporate departments• Support work related to app marketing
Company Info	We operate the Web3 app, which is deployed in 200 countries around the world, with a cumulative download count of over 2.4 million people, and rapid growth with sales 6 times the previous year. Last year, we raised 1.42 billion yen and are investing in app development and marketing. We aim to be listed on the US NASDAQ. Our target market is 700 million people worldwide, and we currently have the largest share in the industry in this field. We aim to ride the wave of the growing crypto market and become the world's number one app for users. Our team is made up of a small number of elite members, and from our office in Tokyo, we serve global markets, primarily in the United States, Europe, and Southeast Asia.
Working Hours	10:00-19:00 (8 hours of actual work, 60 minutes of break)
Qualifications	<p>[MUST conditions]</p> <ul style="list-style-type: none">• Administrative experience (more than 3 years)• Experience in creating various reports, report summaries, presentation materials, etc.• Work experience in a corporate department (general affairs department, accounting department, etc.) <p>[WANT conditions]</p> <ul style="list-style-type: none">• Experience in customer support operations, PR operations, SNS operation, etc.• Experience in translating contract documents• English proficiency (business level)
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 5000K - JPY 6000K
Salary Description	Social Insurance Commuting/ Transportation Allowance In-House Loan System Worker's Property Accumulation Savings Employee Stock Purchase System Education/ Training
Holiday Description	Five-Day Workweek Summer Holidays Winter Holidays Refresh Holidays Paid Holidays Congratulatory or Condolence Leave Child-care Leave

