

Job Detail

Entries Level

Position Title	[Administrative/Support work (English/Japanese)] Gentle Foundation/Working visa support/Starting in April/Hachioji
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-06
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	Government/Public Sector
Location	Asia Japan Tokyo
Job Description	<p>[English] Use your language skills to work at a foundation! Global environment♪</p> <p>[Business content]</p> <ul style="list-style-type: none"> · Interpretation and translation · Reception of service usage from overseas partner institutions, email support, telephone support (English) · Assistance in creating materials related to use (templates such as inspection preparation documents and reports) · Issuance of invoices after inspections (work is done using a dedicated system) · Other support work within the department
Company Info	This is a foundation located in Hachioji City. [Second-hand smoking measures available] No smoking indoors
Working Hours	09:00-17:25 (actual working time 7 hours 40 minutes, break 45 minutes)
Qualifications	<p>【Prerequisite】</p> <ul style="list-style-type: none"> · Those who can exchange emails and basic operations of Excel and Word · Japanese business level · English TOEIC about 850 <p>[Welcome conditions]</p> <ul style="list-style-type: none"> · Clerical experience · Certification experience
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	Depends on experience
Salary Description	Hourly wage 1450~1550 yen Transportation expenses provided
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	Temporary employee
Nearest Station	14 minutes walk from Minami-Osawa Station, 14 minutes walk from Tamasakai Station