

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	<p>This is a foundation located in Hachioji City.</p> <p>[Second-hand smoking measures available] No smoking indoors</p>
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	<p>Hourly wage 1450~1550 yen</p> <p>Transportation expenses provided</p>
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