

## Job Detail

Entries Level

Position Title	CA (career advisor) assistant
Recruiter Company	iHOLON Co.,Ltd
Company Name	Company name is private
Activated / Updated	2024-04-19 / 2024-05-08
Job Type	Consulting - Recruitment Consulting Sales/AE - HR Sales Consulting - Other
Industry	Employment Agency
Location	Asia Japan Tokyo
Job Description	<p>[Specific job details] &lt;Human resources business&gt; Opportunity to become a career advisor for global human resources even if you have no experience.</p> <ul style="list-style-type: none"> <li>Organizing and inputting job offers and job applicant data</li> <li>Response to job seekers' applications, searches, counseling, and evaluations</li> <li>Support for existing corporations</li> <li>Other incidental duties</li> </ul>
Company Info	<p>[About the business] We are engaged in contract product development business, in-house product development business, SES business, and human resources recruitment business.</p> <p>[About company culture] Relationships among employees are flat and open ☺</p> <p>[Countermeasures against passive smoking] can be. No smoking indoors (outdoor smoking area available)</p>
Working Hours	<p>10:00~19:00 (8 hours of actual work) (Flex system available, telework system available) ★Average overtime hours: Approximately 30 hours per month★</p>
Qualifications	<p>[Required]</p> <ul style="list-style-type: none"> <li>Japanese language ability above business level</li> <li>Average ability to use computers and IT equipment</li> <li>More than 1 year of working experience</li> </ul> <p>【welcome】</p> <ul style="list-style-type: none"> <li>Experienced in recruitment business, temporary staffing business, recruitment business, etc.</li> <li>Those who have language skills such as English and Chinese</li> </ul> <p>[Suitable for these people!]</p> <ul style="list-style-type: none"> <li>Self-starter type human resources</li> <li>Passionate with strong communication skills and able to build relationships of trust with clients and external teams.</li> <li>Interests in technology and IT</li> <li>Motivation to achieve goals</li> <li>An inquisitive mind that can greedily absorb new things</li> </ul>
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3000K - JPY 5000K
Salary Description	<p>*Salary will be preferentially depending on experience and skills. *Incentive available *Bonus: Twice a year (full-time and contract employees only. Based on performance)</p> <p>【Welfare】</p>

	Fully equipped with social insurance Full transportation allowance Overtime allowance (deemed overtime 30 hours) Education and training (OJT, company-subsidized training required for work, etc.)
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays) paid holiday Various special holidays
Job Contract Period	Full-time employee *3 month trial period (no change in benefits)
Nearest Station	1 minute walk from Shintomicho Station on the Tokyo Metro Yurakucho Line Tokyo Metro Hibiya Line, 5 minutes walk from Tsukiji Station

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