

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] <Human resources business> Opportunity to become a career advisor for global human resources even if you have no experience.</p> <ul style="list-style-type: none"> Organizing and inputting job offers and job applicant data Response to job seekers' applications, searches, counseling, and evaluations Support for existing corporations Other incidental duties
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"> Japanese language ability above business level Average ability to use computers and IT equipment More than 1 year of working experience <p>【welcome】</p> <ul style="list-style-type: none"> Experienced in recruitment business, temporary staffing business, recruitment business, etc. Those who have language skills such as English and Chinese <p>[Suitable for these people!]</p> <ul style="list-style-type: none"> Self-starter type human resources Passionate with strong communication skills and able to build relationships of trust with clients and external teams. Interests in technology and IT Motivation to achieve goals An inquisitive mind that can greedily absorb new things
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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