

## Job Detail

Entries Level

Position Title	Inexperienced CA (career advisor)
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>&lt;The real thrill&gt;  - Opportunity to become a career advisor for global human resources even if you have no experience.  • Support for obtaining a work visa.</p> <p>[Specific job details]  • Organizing and inputting job offers and job applicant data  • Support for existing corporations  • Handling job seekers' applications, sourcing, screening, interviews, recommendations, etc.  • Other incidental duties</p>
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	10:00~19:00 (8 hours of actual work) (Flex system available, telework system available) ★Average overtime hours: Approximately 20 hours per month★
Qualifications	<p>[Required]  • Japanese fluency (N1 or above) Japanese work experience  • Those who have certain PC skills (Word/Excel/PP, etc.)  • More than 1 year of working experience  • Those with administrative or sales experience</p> <p>【welcome】  • English, Chinese, Vietnamese and other languages  • Those with administrative or sales experience  • Self-starter type human resources  - Passionate with strong communication skills and able to build relationships of trust with clients and external teams.  • Interest in technology and IT  • Motivation to achieve goals  • An inquisitive mind that can greedily absorb new things</p>
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3500K - JPY 8000K
	<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>

Salary Description	<b>【Welfare】</b> 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