

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><The real thrill> - 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	<p>10:00~19:00 (8 hours of actual work) (Flex system available, telework system available) ★Average overtime hours: Approximately 20 hours per month★</p>
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	<p>【Welfare】 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.)</p>
Holiday Description	<p>Complete 2-day week (Saturdays, Sundays, and public holidays) paid holiday Various special holidays</p>
Job Contract Period	<p>Full-time employee *3 month trial period (no change in benefits)</p>
Nearest Station	<p>1 minute walk from Shintomicho Station on the Tokyo Metro Yurakucho Line Tokyo Metro Hibiya Line, 5 minutes walk from Tsukiji Station</p>

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