

## Job Detail

Staff Level

Position Title	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;</p> <ul style="list-style-type: none"> <li>• Opportunity to become a career advisor for global human resources.</li> <li>• Support for obtaining a work visa.</li> </ul> <p>[Specific job details]</p> <ul style="list-style-type: none"> <li>• Organizing and inputting job offers and job applicant data</li> <li>• Support for existing corporations</li> <li>• Handling job seekers' applications, sourcing, screening, interviews, recommendations, etc.</li> <li>• Other incidental duties</li> </ul>
Company Info	<p>[About the business]</p> <p>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]</p> <p>Relationships among employees are flat and open ☺</p> <p>[Countermeasures against passive smoking]</p> <p>can be. No smoking indoors (outdoor smoking area available)</p>
Working Hours	<p>10:00~19:00 (8 hours of actual work)</p> <p>(Flex system available, telework system available)</p> <p>★Average overtime hours: Approximately 30 hours per month★</p>
Qualifications	<p>[Required]</p> <ul style="list-style-type: none"> <li>• Japanese fluency (N1 or above) Japanese work experience</li> <li>• Those who have certain PC skills (word/Excel/PPT, etc.)</li> <li>• Experienced in recruitment business, temporary staffing business, recruitment business, etc.</li> </ul> <p>【welcome】</p> <ul style="list-style-type: none"> <li>• English, Chinese, Vietnamese and other languages</li> <li>• Those with administrative or sales experience</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 4000K - JPY 10000K
	<p>*Salary will be preferentially depending on experience and skills.</p> <p>*Incentive available</p> <p>*Bonus: Twice a year (full-time and contract employees only. Based on</p>

Salary Description	<p>performance)</p> <p>【Welfare】</p> <p>Fully equipped with social insurance</p> <p>Full transportation allowance</p> <p>Overtime allowance (deemed overtime 30 hours)</p> <p>Education and training (OJT, company-subsidized training required for work, etc.)</p>
Holiday Description	<p>Complete 2-day week (Saturdays, Sundays, and public holidays)</p> <p>paid holiday</p> <p>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</p> <p>Tokyo Metro Hibiya Line, 5 minutes walk from Tsukiji Station</p>