

## Job Detail

Staff Level

Position Title	Project English assistant
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-17 / 2024-04-25
Job Type	Education/Training/Language Specialist - Interpreter Education/Training/Language Specialist - Translator Administrative - Sales Assistant/Clerical/Receptionist
Industry	Computer/OA Equipment/Telecommunication Equipment
Location	Asia Japan Tokyo
Job Description	<p>[Project English assistant] We are a hardware manufacturer that handles PC products and provide project support.</p> <ul style="list-style-type: none"> <li>• Participating in various meetings, interpreting, and creating minutes (2-3 meetings a week)</li> <li>• Budget management (expense application, payment)</li> <li>• Project progress management</li> <li>• Translation work</li> <li>• System support related to the above</li> <li>• Schedule adjustment and management</li> <li>• Other support</li> </ul>
Company Info	<p>Project assistant at a hardware manufacturer! Female staff are active♪ You can use your English skills to work! Staff with experience studying abroad are active. Staff with experience working on projects overseas are active. ★Office casual attire is OK!</p>
Working Hours	[Day shift] 9:00-17:45 (actual working time 7 hours 45 minutes) *Work 5 days a week *Overtime is approximately 5 hours per month.
Qualifications	<p>Technical/Humanities/International Business Interpreter -Japanese level: N1 required (certificate required) -Business level Japanese -Able to read and write Japanese -Able to use honorific business language in Japanese -Work experience (1 year or more) -Business level English (able to write, listen, and speak) -Experience supporting IT-related projects -Experience collaborating with overseas companies -Basic business skills (email, telephone support, PC skills/Word, Excel) *The following would be a plus -Experience working on overseas projects at a foreign company (1 year or more) -Experience studying abroad or working overseas *Able to handle relevant tasks such as technical/humanities/international business *Able to work in Japan</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Hour Salary	JPY - Japanese Yen 1700JPY
Estimated Annual Salary	By employment history and skills
	<p>[Basic hourly wage] 1,700 yen/no transportation expenses [Monthly income example] 274,125 yen *Monthly income example is calculated based on 5 hours of overtime per month.</p>

Salary Description	<p>(Includes overtime pay of 10,625 yen)</p> <p>*There is a difference between salary and take-home pay due to income tax, municipal tax, etc.</p> <p><b>【Welfare】</b></p> <p>Social insurance/employment insurance/worker's compensation insurance annual paid leave</p>
Holiday Description	Closed on Saturdays, Sundays, and holidays (*Company calendar available)
Nearest Station	<ul style="list-style-type: none"> <li>• 3 minutes walk from Akihabara Station on the JR Yamanote Line</li> <li>• 5 minutes walk from Akihabara Station on the Tokyo Metro Hibiya Line</li> </ul> <p>*Transportation expenses will not be provided.</p>