

Job Detail

Staff Level

Position Title	[English] Interpretation/translation, video/video production, etc./DX Business Department/Annual income 3 million to 4 million yen/Real estate related @Shibuya
Recruiter Company	GLOBALPOWER Inc. / 株式会社グローバルパワー
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Creative (Media Related) - Creative (Game/Video/Audio) Education/Training/Language Specialist - Translator
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo
Job Description	<p>[Business content]</p> <p>At our company, which engages in the "luxury single-family detached house business", "condominium development business/building development business", and "used revenue real estate revitalization business" mainly in the central Tokyo and Jonan areas, we produce "video/video" videos to promote real estate properties. We are looking for a person in charge of "creator" and "overseas sales support work using English (administration, translation, interpretation, help desk)". In order to promote our overseas business, we may exhibit at overseas exhibitions. We welcome those who are interested in overseas business trips.</p> <p>Specifically, we will be responsible for producing promotional videos for real estate properties and carrying out a series of tasks (English translation and interpretation) related to promoting overseas business expansion. In order to meet the needs of various customers considering the sale or purchase of real estate properties, this position is responsible for translating global service sites and responding to inquiries, as well as interpreting and creating materials (English and Japanese) for overseas exhibitions.</p> <p>*In order to meet the needs of various customers considering the sale or purchase of real estate properties, we produce videos using IT such as AI and video. We will focus on real estate technology to create new asset value in real estate and contribute to safer transactions. It is recommended for those who want to create better videos/videos with a large quantity and a high degree of freedom.</p> <ul style="list-style-type: none"> • Series of work related to production (planning/composition for video production/creation of narration manuscript/photography/recording, etc.) • Creating materials in English and Japanese (SNS posting, property introduction materials, etc.) • Document translation work (Japanese → English) (English → Japanese) • Responding to inquiries in English • Help desk (communication with customers via email, telephone, etc.) • Interpretation when signing contracts for overseas business trips, etc. <p>*Business details may change in the future. Details will be provided during the interview.</p> <p>[Recruitment background] filling vacancies</p>
Company Info	<p>Real estate condominium business, investment real estate development, business real estate value enhancement business, ECO renovation business, overseas business, real estate stock business, business investment business, hotel and inn business</p> <ul style="list-style-type: none"> ■Smoking status in the office: No smoking in the office (smoking room available) ■Established: 2003 ■Capital: 100 million yen or more and less than 1 billion yen ■Number of employees: 11 to 100 people ■Number of foreign employees: 5 people
	<ul style="list-style-type: none"> • 5 days a week (Monday to Friday) • 9:30~19:00

Working Hours	<ul style="list-style-type: none"> • Break time: 90 minutes • Overtime: Yes (within 10 hours per month on average)
Qualifications	<p>【Prerequisite】</p> <ul style="list-style-type: none"> • Those who have experience in scenario creation (must be able to write in Japanese) and video proofing work • Those who can use Adobe Premiere Pro and Adobe Photoshop (must be able to use mask functions, transitions, and synchronize audio materials) • Basic PC skills • Those who are good at business English conversation and English • Those who speak Japanese at a business level <p>[Welcome conditions]</p> <ul style="list-style-type: none"> • Those who can speak Cantonese and Chinese at a business level • Those who can speak a language other than English (e.g. Spanish, French, etc.) • Those who have experience in video production and video editing in the real estate industry • Those who have experience in video editing, video production, and video creator work • Person who has experience in translation or interpretation • Those who are interested in the global environment • Persons with qualifications such as TOEIC® test score, TOEFL score, IELTS score, Eiken Pre-1 grade or above, or those who have experience of working holiday, studying abroad, or living abroad
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K
Salary Description	<p>Annual income 3 million to 4 million yen</p> <ul style="list-style-type: none"> • Annual salary system • Monthly salary 250,000 yen to 333,000 yen <p>*Includes 30 hours of deemed overtime</p> <ul style="list-style-type: none"> • Bonus: None • Salary increase: Yes (once a year: July) • Transportation expenses provided: Yes • Transportation expenses details: Paid based on company regulations <p>■Welfare benefits</p> <ul style="list-style-type: none"> • Various social insurance (health insurance, welfare pension, workers' compensation insurance) • Overtime allowance (separate overtime pay will be paid for overtime work exceeding 30 hours) • Qualification allowance • Family allowance • Maternity leave system
Holiday Description	<ul style="list-style-type: none"> • Two days off per week (Saturdays and Sundays) *Work will be required on public holidays. •paid holiday • New Year holidays 5 days • Summer vacation 5 days • GW vacation • Congratulatory and condolence leave • Birthday vacation <p>[Annual holidays] 121 days</p>
Job Contract Period	Full-time employee with trial period of 3 months
Nearest Station	Shibuya station