

Job Detail

Entries Level

Position Title	Scheduled introduction dispatch/general affairs/human resources assistant work/Kachidoki, Chuo-ku
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	General Affairs/HR/Legal - Trainer (Education/Training) General Affairs/HR/Legal - General Affairs
Industry	Transport/Storage/Logistics
Location	Asia Japan Tokyo
Job Description	I would like to work in general affairs and human resources. <ul style="list-style-type: none"> • Planning and executing information dissemination from executives to the company (including video distribution) • Education and training support (new employees, young employees) • Master registration management of general affairs jurisdiction system • Support for accepting mid-career employees • Information Security Committee (Personal Information) • Company intranet improvement project
Company Info	We are building a common platform for joint delivery of medicines, beverages/food, and daily necessities as three pillars. We make full use of technology to propose efficient logistics systems to the entire industry, and continue to actively take on challenges such as system development and the introduction of robotics. [Second-hand smoking measures available] No smoking indoors
Working Hours	9:00-17:30 (1 hour break)
Qualifications	【Prerequisite】 <ul style="list-style-type: none"> • Japanese: Business level, N1 (Must be able to communicate as there are only Japanese people in the department) 【Welcome conditions】 <ul style="list-style-type: none"> • Clerical experience
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	Depends on experience
Salary Description	Hourly wage 1500~1750 yen Transportation expenses provided
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	Introduction Dispatching
Nearest Station	Kachidoki Station 13 minutes walk