

Job Detail

Entries Level

Position Title	Accounting and Finance/Chinese chemical trading company/Using Chinese/Toranomon
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	Finance/Accounting - Accounting Finance/Accounting - Accounting/Finance
Industry	Wholesale Trade/Import-Export
Location	Asia Japan Tokyo
Job Description	<p>[Useful in Chinese] Many Chinese employees! You can work in a beautiful office in Toranomon and Minato Ward♪</p> <p>[Business content]</p> <ul style="list-style-type: none"> • Receivables and debts management (detention management, age management) • Cash flow management (accumulation of results, preparation of forecasts) • Foreign exchange reservation management (reservation practice, balance management) • Preparation of documents submitted to banks (working capital calculation sheet, BS, PL) • Various banking procedures (loan contracts, etc.) • Accounting practice (Creating item details, CF creation)
Company Info	<p>Our company handles a wide range of functional materials and fine chemical products from upstream to downstream. By teaming up with excellent partner companies in China, we respond to a variety of customer requests, including raw material proposals, product development, quality improvements, and cost reductions.</p> <p>[Second-hand smoking measures available] No smoking indoors</p>
Working Hours	9:00-18:00 (1 hour break)
Qualifications	<p>【Prerequisite】</p> <ul style="list-style-type: none"> • Have experience in finance or accounting • Chinese (business level) • Japanese (everyday conversation level) <p>[Welcome conditions]</p> <ul style="list-style-type: none"> • Internet BK usage experience • Office work • Those who are good with numbers
Japanese Level	Daily Conversation Level
Chinese Level	Business Conversation Level
Salary	Depends on experience
Salary Description	Hourly wage 1400~1600 yen
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	Temporary employee
Nearest Station	Toranomon Station 5 minutes walk

