

## Job Detail

Entries Level

Position Title	[Chinese/English usage] Sales assistant (career change to sales possible)/Global human resource company about to go public/Telework available/Working in Marunouchi, Tokyo
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	Employment Agency
Location	Asia Japan Tokyo
Job Description	<p>[Sales (RA) assistant work] Even if you have no experience, you can learn the work from scratch♪</p> <p>Specific job details</p> <p>▼Sales assistant/administrative work General sales support and assistant Complete training manual and support system so that even inexperienced people can get started</p> <p>■Contract support</p> <ul style="list-style-type: none"> <li>• Contract application, collection, renewal</li> <li>• New transaction application</li> </ul> <p>■Proposal support</p> <ul style="list-style-type: none"> <li>• Collecting necessary information for staff</li> <li>• Skill sheet sending (email)</li> <li>• Sales list up</li> <li>• IS business support (telephone guidance for new customers)</li> </ul> <p>■Employee support</p> <ul style="list-style-type: none"> <li>• Attendance management</li> <li>• Shift collection, alert notification</li> <li>• First-time work support (sharing work rules, etc.)</li> <li>• Japanese language and interview training as preparatory support</li> </ul> <p>★Points!! Career advancement from sales assistant is also possible!! Some people become specialists as assistants. Some people change careers and become salespeople!! So that you can aim for what you want to be This is an environment where you can discuss work content and career through regular interviews.</p>
Company Info	<p>Our company was founded by a president who used to work in Recruit. Attracted by his personality, we have gathered members who have built their careers at major consulting companies and foreign companies. We have that pipeline, and our clients are mainly growing companies such as major global companies and IPO companies. There is an abundant supply of human resources.</p> <p>Such large and growing companies always have high needs for human resources, and it is an urgent need to secure enough human resources to meet these needs. That's why I want you to take on challenges with discretion based on your experience and ideas. We will also allocate a budget if necessary. Furthermore, in the future, the possibilities are endless, such as being involved in a recruitment service specializing in Chinese people, which is being developed ahead of the industry.</p> <p>[Second-hand smoking measures available] No smoking indoors</p>
Working Hours	<p>◆Flextime system/Standard working hours: 8 hours a day [Core time] 10:00-16:00 [Flexible time] 7:00-22:00</p> <p>*During the 6-month trial period, working hours will be fixed as shown below.</p>

	There are no other changes in salary or benefits. 9:00-18:00 (8 hours of actual work)
Qualifications	<p>No experience required ◆ An environment in which people who change jobs from other industries, such as sales, nursing care, service jobs, etc., can also play an active role.</p> <p>★Inexperienced welcome★ This kind of person can be active!</p> <ul style="list-style-type: none"> <li>• People who like work that involves people</li> <li>• Those who want to work while valuing teamwork</li> <li>• People who are good at communicating</li> <li>• Those who have a desire to advance their career and grow</li> </ul> <p>Many inexperienced people are active! If you are even slightly interested, please feel free to apply.</p>
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4500K
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	full-time employee
Nearest Station	Yurakucho Station 1 minute walk