

Job Detail

Staff Level

Position Title	Clerical work that can make use of English◆Almost no overtime work Annual income of 4.5 million yen or more ◆ Full-time employee
Company Name	Vergil Asset Management株式会社
Activated / Updated	2024-05-07 / 2024-05-07
Job Type	Administrative - International Affairs Finance/Accounting - Accounting/Finance Finance/Accounting - Accounting
Industry	Business Consulting
Location	Asia Japan Aichi
Job Description	<p>Clerical work such as arranging English documents for professionals such as lawyers, accountants, and trust companies.</p> <p>【in particular】 We will entrust you with English-language office work to support companies that establish overseas subsidiaries. All contracts, applications, etc. that we handle are in English.</p> <ul style="list-style-type: none"> • Checking materials handed over from clients • Japanese translation of contracts with overseas lawyers, accountants, banks, etc. • Confirmation of application forms submitted to public institutions • Support services such as creating application forms for opening overseas bank accounts • E-mail and telephone correspondence with experts such as lawyers, accountants, and trust companies (English) • E-mail and phone correspondence with clients (Japanese) • Legal research and data collection related to client tax audits • Creation of materials for internal and external use (using Word, Excel, and PowerPoint) • Creation of contracts, invoices, payment statements, and payment management • General affairs, etc. <p>*Language used (telephone/email/various documents) is English/Japanese</p>
Company Info	<p>Our main business is captive establishment and operation support. We propose efficient risk management and asset management by establishing a self-insurance company (captive) overseas to underwrite the risks of your company or group.</p> <p>Our consulting services for the establishment and operation of overseas subsidiaries of Japanese companies have been well received, and our business performance is strong. We are getting more and more new clients, and we expect to expand significantly in the future.</p> <p>[Measures to prevent passive smoking] No smoking indoors</p>
Working Hours	9:00-18:00
Qualifications	<p>Those who have business-level English skills and experience working in an office ◆ Multinational members are active by making use of their knowledge</p> <p>【in particular】 We are looking for someone who satisfies the following six points.</p> <ol style="list-style-type: none"> 1. English proficiency above business level * Staff with overseas work experience, a TOEIC score of 900 or higher, and equivalent to Level 1 of the Japanese Language Proficiency Test are active 2. Those who have knowledge and practical experience in accounting and taxation 3. Those who have experience in office work 4. Equivalent to Level 1 of the Japanese Language Proficiency Test *Because the client is a Japanese company, business-level Japanese is required. Become 5. Intermediate or higher PC skills (Excel, Word, PowerPoint)

	<p>6. Understanding business manners</p> <p>◆ We welcome those who have a license related to accounting such as BATIC (International Accounting Test)</p> <p>[Image of desired use of office tools] Word: You can use items necessary for formatting such as indentation, table of contents, comments, and review. Excel: You can find efficient functions and use the items you need to carry out your work PowerPoint: It is possible to create materials from 1, and you can think and create slide masters, presentation methods, and contents yourself.</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4500K - JPY 5500K
Salary Description	<p>[Monthly salary] 300,000 yen or more *Includes fixed overtime pay *The above amount is the minimum guaranteed amount. *Considering your experience, we will decide the final conditions after consultation.</p> <p>[Fixed overtime fee] Over 71,000 yen/40 hours * Fixed overtime pay will be paid even if there is no overtime work, and excess work will be paid separately.</p> <p>[Salary increase] once a year</p> <p>【bonus】 3 times a year</p> <p>[Annual income example] 6,300,000 yen / 5th year with the company (monthly salary of 400,000 yen x 12 months + bonus) 4.5 million yen / 1st year after joining (300,000 yen monthly x 12 months + bonus)</p> <p>[Insurance system] Health Insurance, Welfare Pension, Employment Insurance, Industrial Accident Insurance</p> <p>[Transportation fee] Payment up to 30,000 yen per month</p>
Holiday Description	<p>2 days off per week (Saturday and Sunday) holiday 121 days off per year</p> <p>[Leave system] GW vacation, summer vacation, year-end and New Year vacation, congratulatory or condolence leave, pre- and post-natal leave, Childcare leave, Nursing care leave</p>
Job Contract Period	full-time employment 【test period】 6 months The working conditions are the same as for this recruitment.
Nearest Station	<p>13 minutes walk from Nagoya Station 6 minute walk from Kokusai Center Station</p>