

Job Detail

Staff Level

Position Title	[Starting in April ☆ Home 4 days a week ☆ No phone calls] English office work at NTT Data Group
Staff Company	Human Resocia Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-03-07 / 2024-03-07
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	
Location	Asia Japan Tokyo
Job Description	<p>Please provide planning support in the AI Promotion Department for overseas group companies. The training system is perfect because you work together with the main employee!</p> <p>~Job details~</p> <ul style="list-style-type: none"> ●Preparation of materials for overseas group companies, etc. (using/revising PowerPoint) ●Participation in online meetings with overseas group companies, etc. (minutes level) ●Email response (English available) ● Business support related to accounting within the department (using a dedicated system)
Company Info	<p>《Monthly income of 330,000 yen or more♪》 《Directly connected to Toyosu Station☆Two or more employee cafeterias♪》 《Less overtime☆》 《Start date negotiable! 》</p> <p>This is an English office job for a major telecommunications company group. A high-rise building with a great view of the Bay Area ☆ You can also see Odaiba and Rainbow Bridge ♪ Our temporary staff are active! I'm ready to accept it!</p> <p>[Number of people in department] 5 people [Age group] 30s to 40s [Company's main products and services] Telecommunications company group [Clothing] Office casual [Training period] OJT [Work environment] Lockers, employee cafeteria, rest room, changing room available [Other] Working from home 4 days a week (telework/remote work) *Coming to the office about 1 day a week (the first 2-3 days will be at the office to prepare the environment) [Smoking environment] No smoking on site (smoking area available) No smoking indoors (smoking room available)</p>
Working Hours	9:00~18:00 [Overtime] About 5-10 hours/month
Qualifications	<ul style="list-style-type: none"> ●Those who have experience in English office work (English email support) -Those who have work experience related to slips and invoices ●Those who can operate Excel (four arithmetic operations) <p>If you want to make use of your English skills and experience, we are waiting for your application!</p>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Chinese Level	None

Hour Salary	JPY - Japanese Yen 1900JPY Over
Estimated Annual Salary	Depends on experience
Salary Description	<p>[Monthly income example] Approximately 331,000 yen (1,900 yen per hour x 8.00 hours of actual work x 21 days + 5 hours of overtime) + transportation expenses *Monthly income example is just an example and is not guaranteed.</p> <p>[Transportation expenses] Commuting transportation expenses will be provided (according to company regulations) Fully equipped with social insurance</p>
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	long term
Nearest Station	2 minutes walk from Toyosu Station on the Tokyo Metro Yurakucho Line 2 minutes walk from Yurikamome Tokyo Rinkai New Transit Rinkai Line/Toyosu Station