

## Job Detail

Staff Level

Position Title	[High hourly wage ♪ English ☆ Work from home ◎ Possibility of direct employment @Kawasaki] Administrative work at a major manufacturer
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	Medical devices
Location	Asia Japan Kanagawa
Job Description	<p>I would like to perform general office work at a major medical device manufacturer. You will be responsible for processing invoices within the department, managing OA equipment, and creating approval documents.</p> <p>This is your chance to work at a major, well-known company! You can make use of your work experience using English. This company also has the possibility of direct employment.</p> <ul style="list-style-type: none"> <li>● Invoice processing (including ordering help)</li> <li>● Management of OA equipment (guidance help for OS updates, password changes, etc.)</li> <li>● Preparation of internal approval documents (formats available: using Excel/Word)</li> <li>● Budget management of internal advertising expenses (confirmation of execution progress, help planning next year's budget)</li> <li>● Other administrative management within the department and English/Japanese translation</li> </ul>
Company Info	<p>《No experience required♪》 《Closed on Saturdays, Sundays, and holidays☆》 《Multiple routes available! 》</p> <p>General office work at a major medical device manufacturer. Recommended for those who want to utilize their English skills and take on a new challenge☆ There is basically no overtime, so you can have plenty of time for your private life.</p> <p>[Number of people in department] 35 people [Male/female ratio] 10:25 [Age group] 30s to 60s [Company's main products and services] Medical equipment manufacturer [Clothing] office casual [Training period] OJT [Other] You can work from home until the 6th of the month (telework/remote work) Possibility of direct employment [Smoking environment] No smoking on site (smoking area available) No smoking indoors (no smoking room)</p>
Working Hours	9:00-17:30 【overtime】 Basically none *In the event of a sudden occurrence, we may consult with you. (0 to less than 10 hours per month)
Qualifications	<ul style="list-style-type: none"> <li>● No experience required</li> <li>● Those who have experience using English in business (conversation/email/estimate: TOEIC 750 points)</li> <li>● Those who have experience with Excel (SUM/AVERAGE functions) and Word (creating materials using graphs)</li> <li>● Those who have knowledge of basic OA equipment</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level

Chinese Level	None
Hour Salary	JPY - Japanese Yen 1800JPY Over
Estimated Annual Salary	Depends on experience
Salary Description	<p>[Monthly income example]  Approximately 283,000 yen (1,800 yen per hour x 7.50 hours of actual work x 21 days) + 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	JR Tokaido Main Line/Kawasaki Station 10 minutes walk 15 minutes walk from Keikyu Main Line/Keikyu Kawasaki Station