

Job Detail

Staff Level

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| Position Title | [Administration Staff] This position requires no overtime! |
| Company Name | eLife Inc. |
| Activated / Updated | 2024-05-07 / 2024-05-07 |
| Job Type | Administrative - Sales Assistant/Clerical/Receptionist Finance/Accounting - Accounting General Affairs/HR/Legal - General Affairs |
| Industry | Medical/Healthcare Services |
| Location | Asia Japan Tokyo |
| Job Description | <p>【position】 Administration Staff ◎You will be responsible for all back office work.</p> <p>[Business content]</p> <ul style="list-style-type: none">• General affairs, general affairs• Administration work• Accounting assistance• VISA application and other administrative tasks• Partial translation and interpretation as necessary• Other duties as necessary <p>*Translation and interpretation work is not very frequent. *This position requires no overtime. *You may also be asked to perform the above duties at an affiliated company at the same time.</p> <p>【Employment status】 full-time employee</p> <p>【Work location】 Shinagawa Ward, Tokyo</p> |
| Company Info | <p>[About eLife] We are a rapidly growing healthcare startup with a vision to support everyone in leading fulfilling lives through technology. Our team consists of multinational and experienced members who leverage their knowledge, experience, and networks to drive our business forward.</p> <p>[Key Points]</p> <ul style="list-style-type: none">- Online healthcare is a rapidly growing field globally, with a large market size.- Casual dress code- Flexible working hours- A workplace where women can thrive- Members ranging from their 20s to 50s- Management team includes individuals from Goldman Sachs and holders of MBAs- Open and transparent workplace culture- Regular social events and BBQs, fostering a friendly atmosphere among team members <p>[Smoking Policy] Smoking is strictly prohibited within the building.</p> |
| Working Hours | Monday to Friday 9:00-18:00 or 10:00-19:00 (8 hours of actual work) |
| Qualifications | <p>[Skills required] <Required></p> <ul style="list-style-type: none">• Experienced in any of the following jobs <p>[General affairs, general affairs, secretaries, etc.]</p> <ul style="list-style-type: none">• General affairs• English proficiency (daily conversation level)• University graduate or equivalent experience |

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| | <ul style="list-style-type: none"> • Computer skills (email, spreadsheets, slides, calendars, etc.) • Communication skills and problem-solving ability <p><welcome></p> <ul style="list-style-type: none"> • Accounting experience • Translation/interpretation experience |
| English Level | Daily Conversation Level (TOEIC 475-730) |
| Japanese Level | Fluent(JLPT Level 1 or N1) |
| Salary | Depends on experience |
| Salary Description | <p>Estimated annual income: 4 million yen to 6 million yen Monthly salary: 285,700 yen~ Monthly salary includes fixed deemed overtime pay (35 hours: 71,600 yen ~). Overtime will be paid separately.</p> <p>Full transportation allowance Fully equipped with social insurance paid holiday Childcare leave, etc.</p> |
| Holiday Description | <p>Five-Day Workweek Summer Holidays Paid Holidays Congratulatory or Condolence Leave New Year holidays</p> |
| Job Contract Period | full-time employee |
| Nearest Station | <p>Fudomae Station 3 minutes walk Gotanda Station 10 minutes walk Meguro Station 11 minutes walk</p> |