

Job Detail

Staff Level

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 [General affairs, general affairs, secretaries, etc.] • General affairs • English proficiency (daily conversation level) • University graduate or equivalent experience

	<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>