

## Job Detail

Entries Level

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| Position Title      | [Urgent recruitment] Administrative manager of a beauty clinic in Dubai (English) / Work in Dubai after 3 months training in Japan / Popular introduction scheduled dispatch / Omotesando  |
| Recruiter Company   | Fellowship co.,ltd.  |
| Company Name        | Company name is private  |
| Activated / Updated | 2024-03-15 / 2024-04-10  |
| Job Type            | Administrative - Sales Assistant/Clerical/Receptionist   |
| Industry            | Medical/Healthcare Services  |
| Location            | Asia Japan Tokyo   |
| Job Description     | <p>[Launch a beauty clinic in Dubai]<br/>Work by making use of two languages out of English, Arabic, Japanese, and Chinese.]</p> <p>3 months training at a clinic in Japan. After that, you will work as an office manager at a clinic in Dubai.</p> <ul style="list-style-type: none"> <li>• Human Resources: Interview/Recruitment Procedures</li> <li>• Labor: Social insurance procedures, entry/retirement procedures, staff consultation</li> <li>• Accounting/Finance: From daily processing to settlement of accounts, budget and fund management, subsidy procedures, etc.</li> <li>• Public relations: Consideration of hospital bulletin boards and signboards, creation of website, dissemination of information on SNS</li> <li>• General affairs: Director's schedule management, facility management, general supplies management</li> <li>• Other incidental duties</li> </ul> |
| Company Info        | Full-time employment available! This is a clinic specializing in beauty. [Second-hand smoking measures available] No smoking indoors   |
| Working Hours       | 10:00-19:00 (1 hour break)   |
| Qualifications      | <p>【Prerequisite】</p> <ul style="list-style-type: none"> <li>• English: Business level or above</li> <li>• Japanese: Daily conversation level or higher</li> <li>• Experience that is similar to the job content</li> </ul> <p>[Welcome conditions]</p> <ul style="list-style-type: none"> <li>• Arabic or Chinese</li> </ul>  |
| Japanese Level      | Daily Conversation Level   |
| Salary              | JPY - Japanese Yen JPY 3500K - JPY 8000K   |
| Salary Description  | Hourly wage 1500-1700 yen<br>Transportation expenses provided  |
| Holiday Description | Vacation: Wednesday, Sunday  |
| Job Contract Period | Introduction Dispatching   |
| Nearest Station     | 1 minute walk from Omotesando Station B2 exit  |