

Job Detail

Entries Level

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] 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"> • Human Resources: Interview/Recruitment Procedures • Labor: Social insurance procedures, entry/retirement procedures, staff consultation • Accounting/Finance: From daily processing to settlement of accounts, budget and fund management, subsidy procedures, etc. • Public relations: Consideration of hospital bulletin boards and signboards, creation of website, dissemination of information on SNS • General affairs: Director's schedule management, facility management, general supplies management • Other incidental duties
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"> • English: Business level or above • Japanese: Daily conversation level or higher • Experience that is similar to the job content <p>[Welcome conditions]</p> <ul style="list-style-type: none"> • Arabic or Chinese
Japanese Level	Daily Conversation Level
Salary	JPY - Japanese Yen JPY 3500K - JPY 8000K
Salary Description	Hourly wage 1500-1700 yen Transportation expenses provided
Holiday Description	Vacation: Wednesday, Sunday
Job Contract Period	Introduction Dispatching
Nearest Station	1 minute walk from Omotesando Station B2 exit