

## Job Detail

Entries Level

Position Title	President's secretary (English and Chinese required)/Paper toy manufacturer/Full-time promotion system available/Saitama
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-03-22 / 2024-04-10
Job Type	Administrative - Secretary
Industry	Manufacturing - Other
Location	Asia Japan Saitama
Job Description	You will be entrusted with presidential secretary duties at our company, which supports "manufacturing" in the popular entertainment industry. Specifically, this includes arranging appointments and managing schedules from within and outside the company, coordinating board meetings and management meetings, dealing with visitors, responding to telephone calls and e-mails, arranging and accompanying domestic and overseas business trips, creating documents and materials, aggregating data, etc. You will be in charge of
Company Info	We are a paper toy manufacturer established in 2013. [Second-hand smoking measures available] No smoking indoors
Working Hours	9:00-18:00 (1 hour break)
Qualifications	<p><b>【Prerequisite】</b></p> <ul style="list-style-type: none"> <li>■English proficiency (required for e-mails with people overseas, conversation skills are a plus)</li> <li>■Those who have administrative experience and can use Excel (table/graph level)</li> <li>■Schedule management experience</li> </ul> <p>[Welcome conditions]</p> <ul style="list-style-type: none"> <li>・ Person who has Chinese language skills</li> <li>・ Interpreting experience</li> </ul>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K
Salary Description	Hourly wage: 1360-1500 yen Transportation expenses provided
Holiday Description	Complete 2-day week (Saturdays, Sundays, and public holidays)
Job Contract Period	Temporary staff, temporary staff
Nearest Station	Tobu Railway Tobu Isesaki Line Soka Station There is a free shuttle bus from Soka Station. Motorcycle and bicycle commuting possible.