

Job Detail

Staff Level

Position Title	Sales office in English
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-17 / 2024-04-25
Job Type	Administrative - Sales Assistant/Clerical/Receptionist Administrative - Data Entry Education/Training/Language Specialist - Translator
Industry	Automotive and Parts Manufacturing
Location	Asia Japan Niigata
Job Description	<p>[Sales office work in English] Performs purchasing-related sales operations such as ordering and placing orders for automobile parts.</p> <ul style="list-style-type: none"> • Orders for auto parts • Confirmation and adjustment of delivery date • Data input to dedicated system • Telephone and email support regarding purchasing • Exchanging emails in English with overseas customers <p>*There is almost no telephone support in English.</p>
Company Info	<p>We take orders for parts and confirm delivery dates. Improve your sales skills. You can gain office work experience. ★Housing allowance available! We have a one-room company house! There are stores such as a supermarket nearby. Convenient for shopping♪</p>
Working Hours	[Day shift] 7:40-16:40 (8 hours of actual work) [Break] 11:40-12:40 *Work 5 days a week *Overtime is approximately 10 hours per month.
Qualifications	<p>Technology/Humanities/International Affairs Sales office</p> <ul style="list-style-type: none"> - Business level English (TOEIC 400 points or higher) • Ability to use business honorific language in English • Be able to read and write in English • Japanese level: N2 equivalent • Japanese is business level • Be able to read and write in Japanese • Ability to use business honorific language in Japanese <p>*People who can handle the relevant work, such as technology, humanities knowledge, international work, etc.</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Hour Salary	JPY - Japanese Yen 1500JPY
Estimated Annual Salary	By employment history and skills
Salary Description	<p>[Basic hourly wage] 1,500 yen [Monthly income example] 293,750 yen *Monthly income example is calculated based on 10 hours of overtime per month. (Includes overtime pay of 18,750 yen) *There is a difference between salary and take-home pay due to income tax, municipal tax, etc.</p> <p>【Welfare】 Social insurance/employment insurance/worker's compensation insurance annual paid leave Transportation expenses for new assignment (paid by the company)</p>

	<p>One-room company housing preparation</p> <p>Housing allowance available (approximately 35,000 yen/month) *Regulations apply (Example) For a property costing 50,000 yen, the company will pay 35,000 yen (as housing allowance) and the person will pay 15,000 yen.</p>
Holiday Description	<p>Closed on Saturdays and Sundays (2 days off per week)</p> <p>*Company calendar available</p>
Nearest Station	<p>[Niigata Prefecture, Joetsu City]</p> <p>We have company housing. (*Able to commute from company housing)</p>