

Job Detail

Staff Level

Position Title	Product Order Management
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-04-17 / 2024-04-25
Job Type	Education/Training/Language Specialist - Interpreter Administrative - Data Entry Logistics/Retail/Consumer/Fashion - Buyer/Warehouse Logistics
Industry	Electronics/Consumer Electronics Manufacturing
Location	Asia Japan Tokyo
Job Description	[Product order management] We will order products and confirm delivery dates overseas. <ul style="list-style-type: none"> • Data entry into the company's system (orders, shipping processing, orders, etc.) • Respond to inquiries from repair bases, mass retailers, etc. • Responding to inquiries by phone and email • Management of parts sales on sales sites • Management of delivery company invoices
Company Info	No experience necessary! High hourly wage! Comfortable workplace! Office work where you can utilize your Korean and English skills! People who are cheerful and clear-minded and can communicate well are active! ★Casual clothing such as jeans is OK! ★Piercings and nails are also allowed, so you can enjoy fashion while working♪
Working Hours	[Day shift] 9:00-18:00 (60 minutes break) *Work 5 days a week *Overtime is approximately 15 hours per month.
Qualifications	Technology/Humanities/International Affairs interpretation <ul style="list-style-type: none"> • Korean is at beginner level - Beginner level English • Japanese level: N1 required (certificate required) • Be able to read and write in Japanese • Ability to use business honorific language in Japanese • Basic PC operations (Word, Excel, PowerPoint) *It would be better if the following is available <ul style="list-style-type: none"> • PC work experience (1 year or more) *People who can handle the relevant work, such as technology, humanities knowledge, international work, etc. *Those who can work in Japan
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Other Language1	Korean(Business Conversation Level)
Hour Salary	JPY - Japanese Yen 1700JPY
Estimated Annual Salary	By employment history and skills
	[Basic hourly wage] 1,700 yen/no transportation expenses [Monthly income example] 303,875 yen *Monthly income example is calculated based on 15 hours of overtime per month. (Includes overtime pay of 31,875 yen)

Salary Description	<p>*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</p>
Holiday Description	<p>Saturdays and Sundays off (2 days off per week)</p>
Nearest Station	<ul style="list-style-type: none"> • 15 minutes walk/10 minutes bus from JR Keiyo Line Kasai Rinkai Koen Station • 15 minutes by bus from Kasai Station on the Tokyo Metro Tozai Line <p>*Transportation expenses will not be provided.</p>