

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	<p>[Product order management] We will order products and confirm delivery dates overseas.</p> <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	<p>No experience necessary! High hourly wage! Comfortable workplace!</p> <p>Office work where you can utilize your Korean and English skills!</p> <p>People who are cheerful and clear-minded and can communicate well are active!</p> <p>★Casual clothing such as jeans is OK!</p> <p>★Piercings and nails are also allowed, so you can enjoy fashion while working♪</p>
Working Hours	[Day shift] 9:00-18:00 (60 minutes break) *Work 5 days a week *Overtime is approximately 15 hours per month.
Qualifications	<p>Technology/Humanities/International Affairs interpretation</p> <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) <p>*It would be better if the following is available</p> <ul style="list-style-type: none"> • PC work experience (1 year or more) <p>*People who can handle the relevant work, such as technology, humanities knowledge, international work, etc.</p> <p>*Those who can work in Japan</p>
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
	<p>[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)</p>

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	Saturdays and Sundays off (2 days off per week)
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>