

Job Detail

Staff Level

Position Title	[Tokyo] Office sales (corresponding to corporate counters)
Recruiter Company	SAKURA INTERNATIONAL INC. Arukas Staffing Service Project
Company Name	Company name is private
Activated / Updated	2024-04-02 / 2024-04-30
Job Type	Sales/AE - Internal Sales/Counter Sales Sales/AE - Service Industry Sales Sales/AE - Other
Industry	Other
Location	Asia Japan Tokyo
Job Description	<p>[Business details] <Summary> Comprehensive life support company specializing in foreigners</p> <p><Main products/services> Multilingual real estate brokerage service Introduction management and setup services for company housing and student dormitories 24-hour multilingual call center service Sale and rental service of used furniture and home appliances</p> <p><Main customers> Hinokiya Group, Tech Business Services, Nippon Aqua, Sankyo Techno Staff, Wipro Japan, Infoview, BJIT, Geomanage, Okura Nikko, Chiyoda U-tech, Information Strategy Technology, Apaman Shop Apple, Japan Management Center, U.S. military, and various registered support organizations.</p> <p>[Business content] ○Counter support for requests and consultations from corporations (school corporations) Examples: Contents of tenant support, requests to arrange furniture, home appliances, daily necessities, requests regarding company housing management, lifeline/internet, handling of equipment troubles, etc. ○Clerical work Example: Creation of estimates, invoices, and other clerical work for each request. ○Counter support for outsourcing companies Examples: Business negotiations, coordination, order requests, completion reports, etc. with management companies, furniture and home appliance suppliers, and cleaning companies. ○Meeting with client ○Business negotiations and various support services with foreign customers</p> <p>[Attractiveness of the company] <ul style="list-style-type: none"> • An industry that will grow in the future! • Average overtime hours per month: around 10 hours • Over 125 days off per year • A rich international atmosphere with many foreign staff members </p> <p>[Recruitment background] This position is due to business expansion.</p>
Company Info	<p>[Department assigned] Property Management Department</p> <p>[Assigned department details] Total number of assigned departments: 10 people (6 men, 4 women), 1 general manager</p> <p>[Measures to prevent passive smoking] No smoking in principle (there are smoking areas for smoking only)</p>

Working Hours	<p>Working hours: 09:30-18:30</p> <p>Break time: 60 minutes</p> <p>Overtime: Average of about 15 hours per month</p>
Qualifications	<p>[Required conditions]</p> <p>① [Japanese: Native level (N1)]</p> <p>② [English: Business level]</p> <p>*Since you will mainly be dealing with corporate and university liaison offices, we are looking for candidates with work experience in Japan.</p> <p>*Those who can speak other languages (Chinese, Korean, Vietnamese, Nepalese) are also welcome.</p> <p>[Those who can work on weekends (either Saturday or Sunday)]</p> <p>*Since you will be working on a fixed shift, you will be required to work either Saturday or Sunday every week.</p> <p>*You will be off on one Saturday or Sunday and one weekday.</p> <p>[Welcome conditions]</p> <p>-You will be creating orientation materials for residents and information materials for universities and companies, so those who are good with computers (PowerPoint, etc.) will be able to put their knowledge to good use.</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4500K
Salary Description	<p>[Fixed overtime pay system]</p> <p>Basic salary: 222,000 yen to 303,000 yen</p> <p>Fixed overtime pay: 32,000 yen to 43,000 yen</p> <p>Fixed overtime: 15 hours</p> <p>Additional payment of wages for overtime work exceeding fixed overtime hours: Yes</p> <p>[Treatment/Salary Increase/Bonus]</p> <p>Annual salary example) 2 years experience 3.8 million yen 4 years experience 4.9 million yen</p> <p>Transportation expenses) Full payment (up to 30,000 yen per month)</p> <p>Salary increase) Twice a year *Depends on performance</p> <p>Award) Twice a year *Based on performance</p> <p>【Social insurance】</p> <p>Fully equipped with social insurance</p> <p>【Welfare】</p> <ul style="list-style-type: none"> • Defined benefit corporate pension available • Qualification acquisition assistance <p><Real estate transaction specialist real estate registration training fee></p> <ul style="list-style-type: none"> • Qualification allowance <p><Real estate transaction agent 20,000 yen (monthly) *After full-time registration></p> <p><Administrative Operations Chief 5,000 yen (monthly)></p> <ul style="list-style-type: none"> • Regular health checkup (once a year) <p><You can freely choose a hospital that is affiliated with our insurance association></p> <ul style="list-style-type: none"> • Mobile phone loan
Holiday Description	<p>Other days off (complete 2 days off per week)</p> <p>125 days off per year</p> <ul style="list-style-type: none"> • Complete 2-day weekend system • New Year holidays (6 days) • Congratulatory and condolence leave • Birthday vacation • 14 days special leave granted
Job Contract Period	<p>Full-time employee *3 month trial period Salary amount during trial period △20,000</p> <p>*If you have experience, please inquire about the period and amount.</p>
Nearest Station	2-36-1 Ikebukuro, Toshima-ku, Tokyo INFINITY IKEBUKURO 4F

