

Job Detail

No Industry Experience Required

Staff Level

Position Title	[Administrative position] Business support staff/accounting assistance/document preparation work, etc./annual salary 3.6 million to 5 million yen @ Nagoya
Recruiter Company	GLOBALPOWER Inc. / 株式会社グローバルパワー
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Aichi
Job Description	<p>[Job Description]</p> <p>This position will handle invoice processing and payment processing for construction inspections for managed properties, and will also work with the front staff to provide support.</p> <p>①Accounting work</p> <ul style="list-style-type: none"> Accounting work such as issuing invoices, confirming payments, and acting as a payment agent for the management of real estate entrusted to us Preparing monthly reports and other reports for owners General back-office work for property management and building maintenance work, such as creating contracts, estimates, and various application forms When accepting or selling a building, creating accounting work flows with owners, various adjustments, and settlement work, etc. As an assistant to the operation manager, creating and preparing meeting materials, creating contracts, etc. <p>②Internal coordination (within Tokai)</p> <ul style="list-style-type: none"> Cooperating and following up with the operation side (general manager) and the PBM department <p>③External coordination</p> <ul style="list-style-type: none"> Negotiating, adjusting, and managing progress with owners Dealing with partner companies Responding to inquiries (temporary contact point) <p>*Depending on the assignment, you may be assigned to back-office work for a department specializing in construction work.</p>
Company Info	<p>[About the company]</p> <ul style="list-style-type: none"> Owning, buying and selling, renting, managing, brokering, consulting and appraisal of real estate Undertaking management operations related to real estate such as office buildings and commercial facilities Comprehensive management and maintenance of buildings and related facilities Sale of items related to building management and operation, and their agency and brokerage Comprehensive security services Planning, contracting, construction, design, construction supervision and consulting for construction work, etc. <p>■Smoking status in the office: No smoking in the office ■Established: 2021 ■Capital: More than 100 million yen but less than 1 billion yen ■Number of employees: More than 101 and less than 1,000</p>
Working Hours	<ul style="list-style-type: none"> Work 5 days a week <p>Flexible time system (no core time) *Standard working hours: 9:00 to 18:00 (prescribed working hours: 8 hours) *Flexible time: 7:00 to 21:00</p>

	<ul style="list-style-type: none"> • Break time: 60 minutes • Overtime: Yes (average of about 20 hours per month)
Qualifications	<p>[Required conditions]</p> <ul style="list-style-type: none"> - 3 years or more of work experience - 1 year or more of work experience in a Japanese company <p>[Preferred conditions]</p> <ul style="list-style-type: none"> - Basic PC operation skills - Accounting experience <p>[Ideal profile]</p> <ul style="list-style-type: none"> - Those who want to work long-term in the Tokai area (without transfers) - Those who want to work while maintaining work-life balance - Quick-witted and good at adjusting - Those who like to support others - Those who like to talk to others - Those who are comfortable interacting with various people inside and outside the group
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3500K - JPY 5000K
Salary Description	<p>[Salary explanation]</p> <p>Annual salary 3.6 million to 5 million yen</p> <ul style="list-style-type: none"> • Monthly salary 224,000 to 312,500 yen <p>*Full overtime pay</p> <ul style="list-style-type: none"> • Bonus: Yes • Salary increase: Yes • Transportation expenses: Yes • Transportation details: Full payment <p>■Employee benefits</p> <ul style="list-style-type: none"> • Various social insurance: Health, welfare pension, employment, industrial accident • Various training • Qualification bonus system, etc. • Full payment of transportation expenses
Holiday Description	<ul style="list-style-type: none"> • 2 days off per week *Work style may change depending on assignment. • Paid vacation: Available *10 days granted 6 months after joining the company (granted according to years of service thereafter. Maximum 20 days) • Condolence/nursing leave • Maternity leave • Maternity and childcare leave system, etc. <p>Annual vacation: 118 days</p>
Job Contract Period	Full-time employee with a trial period of 6 months. *No change in treatment.
Nearest Station	Sakae Station