

## Job Detail

Entries Level

Position Title	Construction Management & Project Supervision Assistant [No Experience Required, Comprehensive Training Provided]
Recruiter Company	SAKURA INTERNATIONAL INC. Arukas Staffing Service Project
Company Name	Company name is private
Activated / Updated	2024-06-06 / 2024-06-06
Job Type	Building/Construction/Equipment/Real Estate - Engineer ( Building/Construction/Equipment ) Administrative - Sales Assistant/Clerical/Receptionist Other Job Type - New Graduate & Entry Level
Industry	Plant/Construction/Architecture
Location	Asia Japan Tokyo Asia Japan Kanagawa Asia Japan Chiba
Job Description	<p><b>Job Description:</b> As a construction management assistant, you will oversee and coordinate tasks to ensure smooth operations on the construction site.</p> <p>Take and manage photos of the site to confirm the progress of the construction. Contact subcontractors to arrange additional manpower if the project is behind schedule.</p> <p><b>Training Program:</b> Upon joining, you will receive training covering "Business Etiquette," "Overview of the Construction Industry," "Construction Process," "Role of Construction Management," "Reading and Writing Architectural Drawings," and more. This comprehensive program ensures you can learn the basics even with no prior experience.</p> <p><b>Career Path:</b> Starting with support duties, you can progress to roles such as "CAD Technician" for drawing architectural plans, "Construction Manager" as the site leader, or "Interior Designer" handling interior designs.</p> <p><b>Note:</b> The scope of work may change in the future as per legal requirements. Details will be provided during the interview.</p>
Company Info	<p><b>Key Points:</b></p> <p>Numerous overseas engineers, primarily from Asia, are thriving in our company. We emphasize educational programs, including training for those without prior experience.</p> <p>Ranked #1 in employee satisfaction within the construction engineering industry.</p> <p>Ranked #1 in customer satisfaction among general contractors, house builders, and design firms.</p> <p>Ranked #1 in career change satisfaction for construction engineers.</p> <p>Data provided by General Research Co., Ltd., based on an internet survey of 1,008 men and women nationwide aged 20-50.</p> <p><b>Note on Indoor Smoking Policy:</b></p> <p>No work in smoking areas.</p>
Working Hours	<p><b>Working Hours:</b></p> <p>8:00 AM to 5:00 PM (1-hour break) Average monthly overtime: Approximately 20 hours</p>
Qualifications	<p>Basic PC operation skills For foreign nationals, must be residing in Japan and have Japanese business level proficiency (N2 or above).</p>
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3500K - JPY 4000K

Salary Description	<p>Salary:</p> <p>Monthly Salary: ¥260,140 and above (including 20 hours of fixed overtime)</p> <p>Benefits:</p> <p>Comprehensive social insurance  Overtime pay (additional wages for overtime work exceeding the fixed overtime hours)  Holiday work allowance  Family allowance  Company housing system  Allowance for separate residence  Qualification allowance  Qualification acquisition support system  Salary advance payment system  Free CAD training  Technical training for young and inexperienced engineers  Technician referral bonus (up to ¥150,000)  Discounts at restaurants, entertainment facilities, hotels, etc.</p>
Holiday Description	<p>Days Off and Leave:</p> <p>Five-day workweek (Saturday and Sunday; number of holidays ranges from 6 to 10 days per month, depending on the project site)  National holidays  Paid leave  Golden Week vacation  Summer vacation  Year-end and New Year holidays  Bereavement leave  Maternity leave (with acquisition records)  Childcare leave (with acquisition records)</p>
Job Contract Period	Employment Type: Full-time employment
Nearest Station	<p>Location:</p> <p>Based in the Kanto region with a focus on Tokyo (No relocation required, but occasional business trips within the Kanto area for 3 to 6 months may occur)  * Clarification on potential changes in the workplace location due to legal requirements: There may be changes in the workplace location in the future. Details will be provided during the interview.</p>