

## Job Detail

Entries Level

Position Title	★9 consecutive days off 3 times a year [Accounting and general affairs assistant who can use Chinese] No experience necessary *World's top share of aluminum wheels for automobiles
Company Name	CDJ Co., Ltd.
Activated / Updated	2024-05-16 / 2024-05-16
Job Type	Finance/Accounting - Accounting General Affairs/HR/Legal - General Affairs Administrative - Sales Assistant/Clerical/Receptionist
Industry	Wholesale Trade/Import-Export
Location	Asia Japan Tokyo
Job Description	<p>~No experience necessary~</p> <p>You will be responsible for accounting and general affairs support at a general trading company that is a parts manufacturer boasting the world's top share of aluminum wheels for automobiles.</p> <p>[Specifics]</p> <ol style="list-style-type: none"> <li>1. Creating, inputting, and tallying accounting data</li> <li>2. Sorting documents (sorting and filing accounting documents)</li> <li>3. Checking various documents (deposits and withdrawals, travel expenses, etc.)</li> <li>4. Sorting documents (sorting and filing other internal documents)</li> <li>5. Managing office supplies</li> <li>6. Attendance management</li> <li>7. Assisting with general affairs and clerical work</li> </ol> <p>★After joining the company: You will undergo two weeks of internal training to learn about products/work/organization/skills.</p> <p>Products: Aluminum wheels for automobiles, knuckles, brackets, etc.  Clients: Automobile manufacturers (including Toyota, Nissan Motor Co., Ltd., Honda Motor Co., Ltd., etc.)  Business trips: None  Department structure: 1 General Affairs Section Manager</p>
Company Info	<p>■Our strengths</p> <p>◎We support business for Japanese car manufacturers by serving as a sales agent for auto parts manufacturers, including the world's top aluminum wheel manufacturer. (Sales, development, supply, quality assurance, etc.)</p> <p>◎Even if the automotive industry, which was dominated by engine cars, shifts to electric cars, our main product, aluminum wheels, is necessary for all cars, and we expect to see an increase in production and sales.</p> <p>◎Although we are a young company, we have high expectations from Japanese car manufacturers and are expected to grow rapidly.</p> <p>On average, we have a small elite team of 14 people on the local Japanese response desk, but we have discretion and can proceed with many cases at our own discretion. In addition, CITIC Dycastal's affiliated companies have about 13,000 employees worldwide, and have a very large influence worldwide. In a global environment, Chinese, Japanese, and English are used in the office. The office atmosphere is homey, including among the management, so it is common to work while chatting.</p>
Working Hours	<p>9:00-18:00 (Regular working hours: 8 hours 0 minutes)  Break time: 60 minutes  Existence of overtime work: Yes  &lt;Additional working hours&gt;  Overtime: About 20 hours a month (Overtime pay available if over 20 hours)</p>
	<p>[Requirements]</p> <p>■Advanced level of Excel  ■Chinese/Japanese business level</p> <p>[Preferred conditions]</p>

Qualifications	<p>■Nissho Bookkeeping Level 3 or above          ■Experience as an accounting or sales assistant</p> <p>[Selection process]          1st: Online or face-to-face interview → 2nd: Face-to-face interview, written test,          3rd: Online or face-to-face interview</p>
English Level	None
Japanese Level	Fluent(JLPT Level 1 or N1)
Chinese Level	Business Conversation Level
Salary	JPY - Japanese Yen JPY 3500K - JPY 4000K
Salary Description	<p>Estimated annual salary (including bonus): 3 million to 4 million yen (monthly salary: 210,000 to 280,000 yen / fixed overtime pay: 30,000 to 40,000 yen)</p> <p>[About overtime allowance]          Fixed overtime pay + regular overtime pay          Fixed overtime hours: 20 hours / month          Fixed overtime pay: Yes, fixed overtime pay equivalent to 20 hours per month will be included in the annual salary          *Additional premium pay will be paid for overtime work, holiday work, and late-night work that exceeds the number of working hours set as the basis for calculating fixed overtime pay</p> <p>&lt;Salary increase/bonus&gt;          ■Bonus: twice a year *Based on business performance and individual performance          ■Salary increase: once a year (January)</p> <p>The salary is only a guideline and may go up or down through the selection process.</p> <p>Monthly salary (monthly amount) includes fixed allowance.</p> <p>*Commuting allowance, health insurance, welfare pension insurance, employment insurance, and workers' compensation insurance are all included</p> <p>&lt;Education system/qualification subsidy supplement&gt;          TOEIC exam subsidy (based on results)</p> <p>&lt;Other supplements&gt;          Birthday special leave          Condolence/condolence money</p>
Holiday Description	<p>Complete 2-day week (holidays are Saturdays, Sundays, and holidays)          10 to 20 days of annual paid leave (minimum number of days is the number of days granted after 6 months have passed since joining the company)          *Paid vacation 10 days in the first year (from 7th month)          Number of holidays per year: 121 days</p> <ul style="list-style-type: none"> <li>• You can use your paid time in hourly units.</li> <li>• There are 9 consecutive holidays 3 times a year (New Year holidays, Golden Week, Obon)</li> <li>• Special leave for birthdays, childbirth, etc.</li> </ul>
Job Contract Period	contract employee *Trial period: 9 months *Switched to indefinite term employment upon contract renewal → Will be hired as a full-time employee.
Nearest Station	2 minutes walk from Kyobashi Station on the Tokyo Metro Ginza Line 2 minutes walk from Toei Subway Asakusa Line "Takaramachi" station 8 minutes from Tokyo Station