

## Job Detail

Staff Level

Position Title	Benefit English Support Leader
Staff Company	Sogo Career Option Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-09 / 2024-05-13
Job Type	Education/Training/Language Specialist - Interpreter
Industry	Other
Location	Asia Japan Tokyo
Job Description	<p>[English Benefit Counter Leader]            You will handle applications in English at the benefit application counter within the city hall.</p> <ul style="list-style-type: none"> <li>- Accept benefit application documents.</li> <li>- Scan application documents and check for errors.</li> <li>- Coordinate team members and give work instructions.</li> <li>- Compile and report on the number of tasks.</li> <li>- Answer phone calls.</li> </ul> <p>* When foreign visitors visit the office, you will be required to respond in English.</p>
Company Info	<p>You will interact with people of various nationalities through English.            This is a rewarding job where you can use your English skills.            People who enjoy communicating with others thrive here.            People who have a sense of responsibility and leadership skills thrive here.</p>
Working Hours	<p>[Day shift] 8:30-17:15 (actual working time 7 hours 45 minutes) *Work 5 days a week *Overtime is about 5 hours per month</p>
Qualifications	<p>Technical/Humanities/International Affairs            Interpreter</p> <ul style="list-style-type: none"> <li>-Japanese level: N1 required (certificate required)</li> <li>-Able to read and write Japanese</li> <li>-Able to use polite business language in Japanese</li> <li>-Native level English</li> <li>-Basic PC operation (able to input smoothly *Japanese/English)</li> </ul> <p>*The following would be a plus</p> <ul style="list-style-type: none"> <li>-Experience in work related to grants (any type of grant is acceptable)</li> </ul> <p>*Those who can handle the relevant work, such as technical/humanities/international affairs</p> <p>*Those who can work in Japan</p>
English Level	Native Level
Japanese Level	Fluent(JLPT Level 1 or N1)
Hour Salary	JPY - Japanese Yen 2000JPY Over
Estimated Annual Salary	By employment history and skills
Salary Description	<p>[Basic hourly wage] 2,000 yen / No transportation expenses            [Monthly salary example] 322,500 yen            *Monthly salary example is calculated based on 5 hours of overtime per month.            (Overtime pay of 12,500 yen is included)            *Salary amount and net amount may differ due to income tax, municipal tax, etc.</p> <p>[Employee benefits]            Social insurance, employment insurance, workers' compensation insurance            Annual paid leave</p>
Holiday Description	Weekends off (2 days off per week)

Job Contract Period	We will inform you of the selection procedure, so please apply.
Nearest Station	<ul style="list-style-type: none"><li>• 10-minute walk from Hamamatsucho Station on the JR Yamanote Line</li><li>• 5-minute walk from Daimon Station on the Toei Oedo Line</li><li>• 5-minute walk from Onarimon Station on the Toei Mita Line</li></ul> *Transportation expenses will not be reimbursed.