

## 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]<br/> 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.<br/> This is a rewarding job where you can use your English skills.<br/> People who enjoy communicating with others thrive here.<br/> People who have a sense of responsibility and leadership skills thrive here.</p>   |
| Working Hours           | [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  |
| Qualifications          | <p>Technical/Humanities/International Affairs<br/> 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<br/> [Monthly salary example] 322,500 yen<br/> *Monthly salary example is calculated based on 5 hours of overtime per month.<br/> (Overtime pay of 12,500 yen is included)<br/> *Salary amount and net amount may differ due to income tax, municipal tax, etc.</p> <p>[Employee benefits]<br/> Social insurance, employment insurance, workers' compensation insurance<br/> Annual paid leave</p>  |
| Holiday Description     | Weekends off (2 days off per week)  |
|                         |   |

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|---------------------|---|
| 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. |

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