

## Job Detail

Staff Level

Position Title	English-language support desk
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 Benefits Desk] The benefit application desk in the city hall will handle applications in English.</p> <ul style="list-style-type: none"> <li>- Checking application documents for errors</li> <li>- Explaining how to fill out documents and providing support</li> <li>- Data entry</li> </ul> <p>* Manuals are provided.</p> <p>* When foreign visitors come to the office, you will be asked 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 put your English skills to good use. People who enjoy communicating with others are active in this position. ★Office casual attire is OK! You can enjoy fashion!</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>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 working with grants (any type of grant is acceptable)</li> </ul> <p>* Those who can handle the relevant work, such as technical, humanities, and international work</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 1600JPY
Estimated Annual Salary	By employment history and skills
	[Basic hourly wage] 1,600 yen / No transportation expenses

Salary Description	<p>[Monthly salary example] 258,000 yen</p> <p>*Monthly salary example is calculated based on 5 hours of overtime per month. (Overtime pay of 10,000 yen is included)</p> <p>*Salary amount and net amount may differ due to income tax, municipal tax, etc.</p> <p>[Employee benefits]</p> <p>Social insurance, employment insurance, workers' compensation insurance</p> <p>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> <p>*Transportation expenses will not be reimbursed.</p>