

Job Detail

Entries Level

Position Title	[Chinese] Application operation assistant at an IT company/Roppongi
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-04-28 / 2024-04-28
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	
Location	Asia Japan Tokyo
Job Description	<ul style="list-style-type: none">• Responding to user feedback and analyzing the feedback• Conducting user interviews and analyzing the interview contents• Adjusting the wording of in-app postings and advertising creatives• Researching other app functions• Communicating with internal and external parties via messenger tools and email (B2B)• Creating meeting minutes
Company Info	Measures to prevent passive smoking: Smoking prohibited indoors (smoking rooms provided)
Qualifications	<p>[Requirements]</p> <ul style="list-style-type: none">- Experience in telephone and customer service- PC skills- Excel skills: SUM, AVERAGE functions, etc.- PowerPoint: Able to create simple documents- Able to work overtime during busy periods (end and beginning of the month, etc.) (approximately 3 hours/day maximum) <p>[Welcome skills]</p> <ul style="list-style-type: none">- Experience working for a social networking or live streaming company- Interested in entertainment (games, YouTube, novels, dramas, anime). <p>Especially interested in live streaming apps (not necessary to know much about them).</p> <ul style="list-style-type: none">- Experience in handling complaints
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Native Level
Salary	JPY - Japanese Yen JPY 2500K - JPY 3000K
Salary Description	Monthly salary: 220,000-270,000 yen Transportation expenses fully covered
Job Contract Period	Temporary employees
Nearest Station	1 minute walk from Roppongi Station