

## 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"> <li>• Responding to user feedback and analyzing the feedback</li> <li>• Conducting user interviews and analyzing the interview contents</li> <li>• Adjusting the wording of in-app postings and advertising creatives</li> <li>• Researching other app functions</li> <li>• Communicating with internal and external parties via messenger tools and email (B2B)</li> <li>• Creating meeting minutes</li> </ul>
Company Info	Measures to prevent passive smoking: Smoking prohibited indoors (smoking rooms provided)
Qualifications	<p>[Requirements]</p> <ul style="list-style-type: none"> <li>- Experience in telephone and customer service</li> <li>- PC skills</li> <li>- Excel skills: SUM, AVERAGE functions, etc.</li> <li>- PowerPoint: Able to create simple documents</li> <li>- Able to work overtime during busy periods (end and beginning of the month, etc.) (approximately 3 hours/day maximum)</li> </ul> <p>[Welcome skills]</p> <ul style="list-style-type: none"> <li>- Experience working for a social networking or live streaming company</li> <li>- Interested in entertainment (games, YouTube, novels, dramas, anime).</li> </ul> <p>Especially interested in live streaming apps (not necessary to know much about them).</p> <ul style="list-style-type: none"> <li>- Experience in handling complaints</li> </ul>
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