

Job Detail

Entries Level

Position Title	[Chinese] New business launch work at a payment agency/Chinese used/Shinjuku
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	Sales related to launch, schedule management, administrative work, and other related tasks
Company Info	Passive smoking prevention measures: Yes
Working Hours	9:00~18:00
Qualifications	<p>[Requirements] Administrative experience Japanese business level or higher Chinese business level or higher</p> <p>[Preferred skills] Sales administrative experience Sales experience</p>
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	Business Conversation Level
Salary	JPY - Japanese Yen JPY 2500K - JPY 3000K
Salary Description	Monthly salary: 220,000-260,000 yen Transportation expenses fully covered
Holiday Description	Two days off per week (Saturday, Sunday, and public holidays)
Nearest Station	<ul style="list-style-type: none">◆ 4-minute walk from Nishi-Shinjuku Station on the Tokyo Metro Marunouchi Line◆ 6-minute walk from Tochomae Station on the Toei Oedo Line◆ 14-minute walk from Shinjuku Station on all lines