

## Job Detail

Entries Level

Position Title	[Chinese] Sales assistant at a startup company (Chinese/Japanese) / Starts immediately / Minato-ku
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	<p>You will be working as a sales assistant!</p> <ul style="list-style-type: none"><li>- Communication with the Chinese side (email, WeChat, etc.)</li><li>- Document preparation (quotations, invoices, transfer slips)</li><li>- Other related tasks</li></ul>
Company Info	Passive smoking prevention measures: Yes
Working Hours	10:00-19:00
Qualifications	<p>[Requirements]</p> <ul style="list-style-type: none"><li>- Japanese</li><li>- Chinese</li><li>- Administrative experience</li></ul> <p>[Preferred skills]</p> <ul style="list-style-type: none"><li>- Sales assistant experience</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: 240,000-270,000 yen Transportation expenses fully covered
Holiday Description	Two days off per week (Saturday, Sunday, and public holidays)
Job Contract Period	Temporary employees
Nearest Station	5 minutes walk from JR Tamachi Station