

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	You will be working as a sales assistant! - Communication with the Chinese side (email, WeChat, etc.) - Document preparation (quotations, invoices, transfer slips) - Other related tasks
Company Info	Passive smoking prevention measures: Yes
Working Hours	10:00-19:00
Qualifications	[Requirements] - Japanese - Chinese - Administrative experience [Preferred skills] - Sales assistant experience
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