

## Job Detail

Entries Level

Position Title	[Chinese] Trade affairs/Chinese state-owned group trading company/Akihabara
Recruiter Company	Fellowship co.,ltd.
Company Name	Company name is private
Activated / Updated	2024-05-11 / 2024-05-30
Job Type	Administrative - International Trading
Industry	
Location	Asia Japan Tokyo
Job Description	Trade and international affairs Invoice creation, system input Document translation (Japanese, Chinese, English) Creation of customs documents Email correspondence Creation of documents related to imports and exports Other related tasks
Company Info	Measures to prevent passive smoking: No smoking indoors
Working Hours	9:00~17:00
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	8 minutes walk from Akihabara Station on all lines 8 minutes walk from Iwamotocho Station on the Toei Shinjuku Line