

Job Detail

Staff Level

Position Title	[Indonesian language/major company! Great benefits!] Management and interpretation for technical intern trainees and specific skills workers @Osaka
Recruiter Company	Gowell Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-13 / 2024-05-13
Job Type	Government/Public Sector - Government/Public Offices Education/Training/Language Specialist - Interpreter Education/Training/Language Specialist - Translator
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Osaka
Job Description	<p>[Job Description] Interpret and translate business-related communications for approximately 50 Indonesian overseas personnel (technical intern trainees and specified skilled workers) and provide life support.</p> <p>① Translation and interpretation</p> <p>② Liaison duties (liaison and coordination with overseas personnel, companies, and related parties)</p> <p>③ Housing and life support: Dormitory management (preparation for moving in and out, orientation, event planning)/Injury and hygiene management (health management, hospital support)/Life guidance, interviews, consultations/Emergency response</p> <p>④ Business support</p> <p>1) Administrative work: Attendance management/Creating legal records (work records, journals, wage ledgers)/Procedural assistance (internal procedures, annual reports, social insurance-related matters)/Creating various documents</p> <p>2) On-site support: Education and training (introduction training and guidance assistance)/Interviews and consultations</p>
Company Info	<p>[About the company] Our company was established in 2008 and operates a cleaning business on a national scale, focusing on the Tokyo metropolitan area (mainly Tokyo) and the Kansai area (mainly Osaka and Kobe). We are responsible for the daily cleaning of office buildings and commercial facilities managed by the group, as well as room cleaning at the group's hotels.</p>
Working Hours	Weekdays 9:00-18:00
Qualifications	<p>[Requirements]</p> <p>- You will be able to speak Indonesian and Japanese for daily conversation.</p> <p>- We are looking for people who want to support trainees who are aiming to acquire skills in Japan and specific skilled workers who are active in the field as immediate assets.</p> <p>* You must have permanent residency, long-term residence, a technical/humanities specialist/international services visa, or a special activities visa No. 46.</p>
English Level	Minimum Communication Level (TOEIC 225-470)
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	None

Other Language1	Indonesian(Native Level)
Salary	JPY - Japanese Yen JPY 3000K - JPY 3500K
Salary Description	<p>Monthly salary: 214,000 yen to 234,000 yen * Paid according to experience and ability</p> <p>Bonus: twice a year</p> <p>Social insurance provided</p> <p>Transportation expenses fully covered</p> <p>Employee stock ownership plan</p> <p>Education and training</p>
Holiday Description	<p>Five-Day Workweek</p> <p>Summer Holidays</p> <p>Winter Holidays</p> <p>Refresh Holidays</p> <p>Paid Holidays</p> <p>Congratulatory or Condolence Leave</p> <p>Child-care Leave</p> <p>Sick Leave</p>
Job Contract Period	Full-time employment *3-month trial period