



Sales & Administrative Assistant (3-month, 3 days per week)

Job Information

Hiring Company

ScentAir Japan Limited

Job ID

1485867

Industry

Other

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

1800

Refreshed

July 9th, 2024 18:39

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

- Receive incoming calls
- Perform daily sales administration and operations support to Sales team
- Support office administration and operations
- Perform ad-hoc projects as assigned
- Work Schedule: 3 days per week; 3-month contract

Required Skills

- Diploma or above related disciplines
 - Proficiency in both spoken and written Japanese and English
 - Good knowledge in MS office
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Company Description