


「金融、コンサル、IT」なら  j Career

Back office support for domestic & international exhibitions

Some overseas business trips

Job Information

Recruiter

j Career Co.,Ltd.

Job ID

1486266

Industry

Other (IT, Internet, Gaming)

Company Type

Large Company (more than 300 employees)

Non-Japanese Ratio

Majority Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chiyoda Line, Shin Ochanomizu Station

Salary

4 million yen ~ 6 million yen

Work Hours

10:00~19:00 1 hour break

Holidays

Sat, Sun, national holyday Summer&Winter vacation paid holid etc

Refreshed

November 19th, 2024 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

Main Job Description

Main Job Description:

- Accompanying overseas on-site coordination and acting as a bridge for communication with local partners
- Translate English Request for Information from local partners into Japanese, check with internal members, and reply back in English.
- Coordination with the client regarding travel VISA and support for application
- Arrange air tickets and accommodations for in-house members
- Arrangement of meals at exhibition sites (both in Japan and overseas)
- Confirmation of technical compliance and necessary procedures for import/export of exhibition equipment
- Manage information on travel schedules for all exhibition projects

- 主な仕事内容

- ・ 海外現場調整に同行し、現地パートナーとのコミュニケーションの橋渡し
- ・ 現地パートナーから来る英語のRequest for Informationを日本語訳し、社内メンバーに確認した上で、英語で回答を戻す
- ・ 渡航VISAについてクライアントとの調整及び申請サポート
- ・ 社内メンバーのエアチケットや宿泊先の手配
- ・ 展示現場(国内外問わず)における食事等の手配
- ・ 展示機器輸出入における技適確認及び、必要手続き
- ・ 全展示案件にかかる渡航スケジュールの情報管理

Contract term 1 year

With promotion to full-time employee

Contract renewal: Yes (renewed based on work proficiency, work performance, etc.)

契約期間1年

正社員登用有

契約の更新：あり（業務習熟度・勤務実績等に応じ更新）

Required Skills

Required Experience/Skills

- Experience using English in business
- Business level Japanese

Preferred Experience/Skills

- Qualifications such as TOEIC/IELTS/TOEFL iBT/Eiken
- Ability to organize information

- 必要な経験/スキル

- ・ 業務での英語使用経験
- ・ ビジネスレベルの日本語

- 望ましい経験/スキル

- ・ TOEIC/IELTS/TOEFL iBT/英検などの資格取得
- ・ 情報整理能力

Company Description