



(FAST GROWING STARTUP) Customer Support Agent - Japan

Young and energetic team

募集職種

採用企業名

EBC Tech Limited

支社・支店

EBC Tech

求人ID

1478135

業種

その他（金融）

会社の種類

外資系企業

雇用形態

正社員

勤務地

日本

給与

350万円～経験考慮の上、応相談

更新日

2024年07月12日 10:00

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

日常会話レベル（英語使用比率：50%程度）

日本語レベル

ネイティブ

Good command of Chinese: advantage but not required.

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

About the company

EBC Financial Group, headquartered in London, UK, offers global financial investment, asset management and financial consulting. Upholding trust, respect, and integrity as our core values, we currently operate in major financial hubs worldwide, including Cyprus, Sydney, Singapore, Kuala Lumpur, Hong Kong, Bangkok, and others.

Since our establishment in 2020, we have seen rapid growth and we are looking for Marketing Executive based in Japan. The right candidate will have the opportunity to work with experienced professionals and be part of a dynamic and innovative team. Join us on our mission to create value for our clients and become a trusted partner in the global financial market.

Responsibilities

A successful candidate will be responsible, but not limited to:

- Provide front-line support, with paying attention to detail, to our customers via live chats, email, and other channels.
- Answer queries and resolving client issues regarding our products, platforms, and promotion.
- Address customer feedback as well as complaints professionally and, if necessary, escalate them to appropriate departments.
- Record and update customer data and other relevant information when necessary.
- Check uploaded KYC documents a client submits.
- Supporting documentation/administrative needs within the department and supporting translation for customer announcement notices.
- Achieve KPI or complete tasks the line manager may set.
- Work on other tasks that are not listed above.

Requirements

- Native Japanese is preferred. Business level Japanese is also considered.
- Conversational English or above for internal communication with colleagues.
- Hold an undergraduate or postgraduate degree from a university either in Japan or a foreign country. Current students who will complete their studies by the start date can also apply.
- Preferably, 1-2 years working experience in customer support roles (experience in Financial / Forex industry would be advantage). Those with less experience or fresh graduates will be also considered.
- Proficient in Microsoft Office.
- Excellent communication and interpersonal skills
- A logical and analytical approach to problem-solving.
- Ability to work under minimum supervision.

About the role

- You will be expected to work on weekdays, either 09.00 hrs to 18.00 hrs or 10.00 hrs to 19.00 hrs (JST), excluding weekends and Japanese bank holidays.

Please send CV in English for consideration.

Notes for candidates:

- If you are successful, you will sign the service agreement with our Hong Kong office. You are required to file relevant income and residential taxes, as well as social securities, and settle them by yourself.
- For non-Japanese nationals, we do not offer visa sponsorship in Japan.
- If you live outside Japan, you are required to have the unrestricted rights to live and work in a residing country without visa sponsor from us.

会社説明