



営業事務/Sales Administration | 東京フルリモート | 英語読み書きレベルの方歓迎、ビジネスレベル尚可

世界約8割のラウンジを運営するグローバル企業。実は家族経営、だから守れる価値観。

募集職種

採用企業名

Collinson Japan K.K.

求人ID

1487278

業種

その他（金融）

会社の種類

外資系企業

雇用形態

パートタイム

勤務地

東京都 23区

給与

時給制

時給

JPY 2,500

勤務時間

Within 9:00~18:00, around 3 hours per day (negotiation possible)

更新日

2024年08月08日 00:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

Job responsibilities

- Support Account Management team in response inquiries from client
- Support clients with their communication with Operations team
- Follow up with Operations team for punctual processing

- Share client complaints with Operations and finance team and find out root cause and countermeasures
- Work with Finance to send monthly invoices and reports to clients
- Support the translation of marketing materials
- Translate client comments in agreements written in Japanese into English
- Handle office and vendor monthly invoice

Working Details

- Part time and can be fully remote work
- Probationary period: Yes, 6 months
- Hour rates JPY2500 per hour *Bonus: Negotiable after trial period
- Working hours: Minimum 3 hours a day and around 15 hours per week between 9:00 and 18:00 × About 3 days a week (negotiable)

Work location

※Full remote (required to come to office for on-boarding and quarterly review)
Shinagawa Grand Central Tower, 2-16-4 Konan, Shinagawa-ku, Tokyo 108-0075
3 minutes walk from Shinagawa Station

Selection Process

Document screening

2-3 interviews (First: HR ⇒ Senior Account Manager ⇒ Last: Japan Market Lead)

※English reading and writing skills are essential, so a written test will also be conducted. (Example: translating documents from English to Japanese)

About Collinson

Collinson is the global, privately-owned company dedicated to helping the world to travel with ease and confidence. We work with the world's leading payment networks, over 1,400 banks, 90 airlines and 20 hotel groups worldwide. We deliver market-leading airport experiences, loyalty and customer engagement, and insurance solutions for over 400 million end consumers. We are also the operator of **Priority Pass**, the world's original and leading airport experiences programme. Travellers can access a network of 1,400+ lounges and travel experiences, helping to elevate the journey into something special. Private ownership means we can focus on the values that are important to us. These drive everything we do and result in us acting with integrity and agility while making long-term investments and decisions.

スキル・資格

We are looking for people who have

- Sales administration / commercial clerical experience/ Financial Industry
- Excellent communication skill in Japanese and English, especially written communication
- Background with International company environment is a great asset

会社説明