

Posted: 14 Nov 2015

Company:	
	
Japan Asia Promotion Foundation (日本アジア振興財団)	
Website:	www.japf.or.jp
Contact:	Phone: 06-6351-6855
Contact Language:	English or Japanese

Vacancy for:	Administrative Employee
Job type / field:	Administrative, Service
Location:	Kita-ward, Osaka, Japan
Work type:	Part time
Salary range:	900 yen per hour
Function details:	<p>JAPF is a young company aiming to build bridges between Japan and the world, most notably the ASEAN countries.</p> <p>The function requires the applicant to do various administrative and office tasks such as creating overviews for projects, contacting Embassies, Consulates and companies by phone and mail and various other tasks.</p> <p>Internet savvy people preferred.</p> <p>Basic knowledge of Microsoft Word and PowerPoint are a must.</p> <p>Work hours and commuting cost will be discussed during the interview.</p>

Applicant career level:	Any career level
Visa:	Candidates with a valid working visa will be preferred
Languages (must):	Japanese (business to native level)
Languages (optional):	English (business and up) Chinese (business and up) Korean (business and up)
Other requirements:	Multi linguals preferred. Need to live in Japan.