



【Shinagawa】 Comprehensive work/using Japanese and English

Cheerful and always willing to learn new

Job Information

Hiring Company

NI DRIVE K.K.

Job ID

1247010

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Kawasaki-shi Kawasaki-ku

Train Description

Keihin Tohoku Line (Tokyo-Yokohama), Kawasaki Station

Salary

Negotiable, based on experience ~ 5 million yen

Refreshed

April 30th, 2024 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

NI DRIVE is a startup related international IT company established in 2018 with its headquarters in Tokyo. We have a close relationship with India, and through IT, we support technologies that are not yet available in Japan and IT that is behind. We provide consulting, technical advice and engineering services for the construction of digital products.

It is a company that is perfect for such people

- challenge new technologies and areas
- using English and Japanese for work

【Kawasaki】 Comprehensive work/using Japanese and English

▼ Depending on your experience, you will be assigned to one of the sales department, marketing department, general affairs department, accounting department, or personnel department.

【Job Description】

We will take care of all back office operations. Please provide overall support so that internal operations can proceed smoothly.

- Sales
 - ・ Sale to company
 - ・ Acquisition and setting of appointments
 - ・ Customer support
 - ・ Preparation and response to demos and presentations
 - ・ Sales at the event
- General affairs / general affairs
 - ・ Telephone and various inquiries
 - ・ Customer preparation / response, office cleaning / facility management
 - ・ Sending, receiving, and sorting mail, etc.
 - ・ Order management of company assets, equipment, stockpiles, etc.
 - ・ Planning of in-house events, venue preparation, various arrangements
- Accounting
 - ・ Expense
 - ・ Billing / payment business
 - ・ Sales aggregation and management
- Personnel
 - ・ Social insurance related procedures
 - ・ Various application procedures
 - ・ Various paperwork
- Attendance management
 - ・ Payroll
 - ・ Personnel data management
 - ・ New graduate / mid-career recruitment activities
 - ・ Planning and execution of recruitment measures
 - ・ Coordination with internal departments

<Career Path>

Depending on your experience, you will be assigned to one of the sales department, marketing department, general affairs department, accounting department, or personnel department. At first, you will be trained as an assistant based on your practice, and then we would like to entrust you to be a team leader.

Required Skills**[Necessary skills]**

- Native level Japanese (required)
- Basic knowledge of personal computers (simple Excel, Word, etc.)

[Experience / skills required]

Those who have more than one year of work experience in general affairs, accounting, personnel affairs, sales, marketing

* Even if you are inexperienced, you have experience as an assistant, and if you have motivation and enthusiasm, even if you are inexperienced

[Personal image you want]

- Strong spirit of hospitality and challenge
- Passion for learning new things
- Communication skills with people inside and outside the company
- who can proceed with work with a bright and positive response
- who can respond flexibly to business

■ 勤務条件 ■

Job Type : Permanent

Salary : ~500万円

※ Experience and ability will be taken into consideration. Depend on the your experience and skills.

Work Location : Shinagawa, Tokyo

Shinagawa station 3 min by walk

Benefits and Allowances :

- Salary increase-review once in a year

- All transportation expenses paid
- Full social insurance
- Position allowance
- Performance based bonus

Work Hours : 9:00-18:00 (1 hours break)
20 hours over time is included

Holidays :

- Full weekends off (Saturday and Sunday)
 - National holidays
 - New Year vacations
 - Paid vacations *100% of employees take paid vacations.
 - Leave before and after childbirth
 - Childcare leave
- ※However, due to business reasons, the above holidays may be changed to work.

Company Description

私たちは東京を拠点とする、人工知能（AI）ならびに機械学習（ML）分野におけるコンサルティングおよびエンジニアリングソリューションのプロバイダです。AIを通して日本のお客様が自身の目標を達成するのをお手伝いします。

私たちは、IoT、AI、ロボティクス、コグニティブオートメーション、クラウドイネーブルメントおよびその他の最先端技術にフォーカスしたデジタルテクノロジーに関するコンサルティングおよびサービスを提供いたします。異なる業界セグメントを超えて活動することで、私たちは新しいテクノロジーやプロセスを使用してビジネスを変革し、お客様のデジタル化の旅のスタートをお手伝いするソリューションを構築いたします

私たちは東京を拠点とした、人工知能（AI）ならびに機械学習（ML）分野におけるコンサルティングおよびエンジニアリングソリューションのプロバイダです。AIを通して日本のお客様が自身の目標を達成するのをお手伝いします。設立以来、私たちは最先端の技術および方法論についてのスキルに特化して事業を続けてきました。異なる業種間の垣根を超えて活動することにより、私たちは新しいテクノロジーやプロセスを使用してビジネスを変革し、お客様のデジタル化の旅のスタートをお手伝いするソリューションを構築いたします。

私たちの多様かつニッチなスキルを保有する持つ技術人材、十分に統合されたプロセスおよび革新的アイデアが、お客様に卓越したソリューションを提供いたします。