



## Polish Language Customer Support

### 募集職種

#### 採用企業名

ZenGroup株式会社

#### 求人ID

1577955

#### 部署名

Operations department

#### 業種

インターネット・Webサービス

#### 雇用形態

正社員

#### 勤務地

大阪府, 大阪市中央区

#### 最寄駅

中央線、 堺筋本町駅

#### 給与

300万円 ~ 350万円

#### 勤務時間

Shift schedule: rotational, with Sundays always off.

#### 休日・休暇

5-day workweek (Shift Schedule)

#### 更新日

2026年05月06日 08:00

### 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

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### その他言語

ポーランド語 - ネイティブ

#### 最終学歴

高等学校卒

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### «Job Description & Position Highlights»

- Customer support handling Polish-language chat and translation tasks
- Contribute to enhancing customer satisfaction by collaborating with multinational teams in the growing cross-border e-commerce market
- Hone your skills through diverse roles including remote operator management, leveraging your language abilities

- Work-friendly environment featuring 26 days of paid leave in the first year, flexible hours, and transportation allowance

### **[Job Responsibilities]**

The Polish-language version of ZenMarket has been steadily growing since its launch in 2023. As our customer base expands, so does the number of online inquiries — and we're now looking for additional support.

If you enjoy connecting with people through technology, love Japanese culture, and want to make the most of your language skills, join our international customer support team and discover the fascinating products people are buying from Japan.

### ■Main Duties :

- Handling multilingual customer inquiries (only via chat)
- Cooperation and reporting with other teams when handling complaints.
- Management of remote operators (part-time staff).
- Other related duties (e.g., translation).

### ■Department :

Operations department

Customer support section (Section leader: 1, Vice section leader: 1, Team leaders: 5, Staff: 20)

### ■Reason for hire :

Staff expansion

### ■About Us :

ZenGroup is an e-commerce company based in Osaka, Japan, with over 400 active employees across our headquarters and logistics centers. With a diverse workforce representing more than 34 nationalities, we support the international market in purchasing products from Japan and help Japanese companies sell their products overseas.

ZenGroup currently operates the following services:

- ZenMarket: A proxy-buying platform that enables international customers to shop in their own language on major Japanese e-commerce sites such as Mercari, Yahoo Auctions, Yahoo Shopping, and more.
- ZenPlus: An e-commerce marketplace that connects over 3,000 small to mid-sized Japanese businesses with international customers.
- ZenPromo: A promotional service that helps Japanese companies refine their international marketing strategies and build global brand awareness.
- ZenPop: A monthly subscription box service offering curated stationery items that highlight Japanese kawaii culture and other cultural elements.
- ZenLink: An HTML tag-based service for Japanese e-commerce companies that enables their products to be purchased on ZenMarket, driving international web traffic to their stores.
- ZenStudio: A creative agency specializing in web design and video production, supporting businesses entering digital media or enhancing their e-commerce presence to meet modern trends.

Today, our platform has over 2 million registered users, is available in 19 languages, and serves customers in over 181 countries across six continents—delivering Japanese products to the world.

### **[Employment Type]**

Permanent employee (full time)

\*3 Month probationary period (salary same as below)

### **[Salary]**

250,000¥~Monthly (Based on previous experience and ability)

Estimated salary in year 1: 3,000,000~3,500,000

- Salary evaluation: Once a year
- Bonus: Twice a year (June and December)

### **[Working Hours]**

Shift schedule:rotational, with Sundays always off. Schedules are provided monthly.

Standard working hours: 9:15 AM – 6:15 PM (8 working hours / 1 hour break)

\*Flextime available: Start work anytime between 7:00 AM - 10:00 PM, with up to 2 hours of break time per day.

\*Standard working hours apply during the initial training period (approx. 2 months).

### **[Work Location]**

Osaka Sakaisuji L Tower, 1 Chome-7-7 Kawaramachi, Chuo, Osaka, Osaka Prefecture, Japan

\*Access:Osaka Metro Chuo Line Sakaisuji Honmachi Station 6 mins

\*On-site

### **[Holidays & Leave]**

- 5-day workweek (Shift Schedule)
  - \*Work is required on national holidays, excluding the New Year holiday.
- New Year holiday (4 days)
- Paid leave (26 days in year 1)
  - \*26 days of paid leave are provided from the first year, with the number increasing annually.
  - In 2024, the paid leave usage rate exceeded 80%.
- Congratulatory and condolence leave
- Maternity/paternity leave
- Child care leave
- Personal day leave

### **[Benefits & Welfare]**

- Overtime (paid by minute)

- Transportation allowance (up to ¥30,000/month)
  - Complete social insurance (workers' compensation, employment, health, welfare pension)
  - Business casual dress code (no suit required)
  - Training system (job-specific, level-specific training)
  - Japanese/English lessons
  - In-house club activities (karaoke, day camp, etc.)
  - Monthly company events
  - Free tea and coffee
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## スキル・資格

### **【Must-Have Skills】**

- Native Polish
- Business level Japanese (JLPT N2 or better) \*Test not required
- Business level English (TOEIC 800 or above) \*Test not required

### **【Preferred Skills】**

- Language skills other than Polish, Japanese and English.
- Experience in the cross-border e-commerce industry or customer support.
- Translation experience
- Basic HTML knowledge.
- Additional language skills.

### **【Personality】**

- Proactive Thinking & Action: Individuals who can handle tasks quickly and independently, possess excellent communication skills, and have prior experience working in an office environment.
- Team Player: Individuals comfortable working with a global team of over 20 members and prefer a teamwork approach to achieve goals.
- IT Knowledge: Individuals who are comfortable working on a computer for long periods during their daily work, with enthusiasm to learn new tools and software for work.
- Global-minded: Candidates who can embrace working within a diverse workplace with members of different ages, nationalities, cultures, and work perspectives.

### **【Regarding the Selection】**

- Positions Available : 1
  - Selection Process
    - ▽First interview – Hiring Team (45-60 mins, online or in-person)
      - \*Logic test + Customer support test (Logic test excluded for online interviews)
    - ▽Second interview – Customer support team (45-60 mins, in-person required)
      - \*Travel reimbursement up to ¥27,000 available for applicants outside the Kansai region
      - \*Logic test + Translation test (If not completed during the first interview)
    - ▽Third Interview – HR Planning Team (45-60 mins, online or in-person)
      - \*Company culture test
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## 会社説明