

札幌市 | 事務・オフィスワーク | 派遣・契約社員

7West Development Services 合同会社**Administrative - Sales Assistant/Clerica**

This is a fully remote position with a minimum of 25 work hours up to 40 hours a week Monday to Friday , enjoy the weekends off!

Work from home , online meetings.

About us

7 West Development Services is a full-cycle real estate development firm , from property search , acquisition , arrangement financing , design , project management , luxury material procurement , renovation , and working with real estate agents and other building professionals.

The homes we create differ from others by our vision of modern architecture based on American and Canadian West Coast architectural style , high-quality materials used , property layout , and floor plan which is thought out to the smallest details so that the homeowner or a tenant feels the home was created to meet their needs with a seamless flow from one room to another.

7 West Development is a firm that believes in high performance of buildings which makes the building not only preserve energy but also provide positive effects from eco-friendly materials and advanced building practices.

【募集内容】

仕事内容	Our company is starting new operations in Japan and we require a Administrative - Sales Assistant/Clerical/Receptionist who will closely work with the CEO of the company of real estate acquisition , therefore we are looking for a very energetic individual who can manage the company ' s business needs.
勤務地	Asia Japan Hyogo
勤務時間	Monday to Friday minimum 25 hours a week up to 40 hours a week No Overtime
給料	JPY - Japanese Yen JPY 3000K - JPY 3500K (Month salary: JPY - Japanese Yen JPY 250K - JPY 291.667K)
待遇	Education/ Training Social Insurance
休み	Five-Day Workweek Summer Holidays Winter Holidays Paid Holidays
資格	Required skills: great communication skills: Japanese native English business level Excellent computer skills Very highly organized Responsible Attention to details Energetic and Positive while working Experience in administrative work 3 years minimum
採用人数	1名
応募するには	(【求人Free】の応募エントリーが必要です) /////please add this part - recruiting process /////
面接日	/////please add this part - interview date /////
採用担当者	アレクサンダー・パーバチコフ
担当者から一言	/////please add this part - comments from the recruiter /////
連絡先	0363618505 0363618505

【企業情報】

企業名	7West Development Services 合同会社
業種	建築・不動産
企業形態	その他
代表者	アレクサンダー・パーバチコフ 最高経営責任者
立年月	2023年 10月
資本金	500万円
従業員数	3名 アルバイト、パート含む
所在地	〒060-0807 〒060-0807 Hokkaido , Sapporo , Kita Ward , Kita 7 Jonishi , 2 Chome-8番地1 札幌北ビルディング ,
連絡先	0363618505
ホームページ	https://7westdev.jp
交通アクセス	