

## Ravencroft Graphics and Fine Art



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### Part Time Assistant/Secretary position in Hojo, Japan

#### Company

Ravencroft Graphics and Fine Art, is a young company looking to grow & is looking for a part time assistant/secretary to help us move into the next phase in our business plan. We need someone to help with paperwork, making community/business connections through returning calls and messages (in Japanese) and light bookkeeping to help us stay organized.

#### Location

Hojo, Matsuyama, Ehime

#### Job open date

April 2018

#### Industry

Fine and graphic art creation, Education, publication and literature

#### Function

Translation of papers and documents from Japanese to English, communication with local businesses and people in Japanese and light bookkeeping

#### Work Type

Part Time with potential for permanent full-time hire

#### Salary

\*¥800 / Hour

We do pay overtime if we need you work more than 40 hours a week. Overtime rate of pay is 1.5 times, or ¥1200 / Hour.

Raises are based on length of employment and job reviews.

Company shirt issued for events, casual dress otherwise and unique "personal style" is ok.

Full kitchen is on site

All work is completed on company computers unless other arrangements are agreed on.

A non-disclosure agreement is required to be signed.

#### DESCRIPTION:

Earn some extra money while still in college or if you are a stay at home mother/father while improving your English skills on a part time basis. Earn extra money while your children are at school, in your free time, or to supplement your income. We need someone who can interact with the community, return messages and calls in Japanese, and help with paperwork in Japanese.

All work is done on our computers with our programs unless otherwise discussed.

Pay is issued in the first week of each month for the month prior. The latest date for deposits is the 11th of any given month. Details will be given upon hire.

This is a part time job with the potential for long term employment if the 'fit' is right.

Translation from English →Japanese/Japanese →English for business documents and materials and assistance with shows and events when needed. This is a unique opportunity to learn the basics of running a small company run by a native English speaker where you can improve your written and spoken English skills for working with foreign people as well as seeing how a small company works.

#### Requirements:

Native level Japanese speaker is a requirement with advanced/expert/native level English skills

Contact Elizabeth McLean via email at [ravencroftgraphics.japan@gmail.com](mailto:ravencroftgraphics.japan@gmail.com), mail or at 090-3785-2545 for more information and to schedule a preliminary interview. Visit us at [www.ravencroftgraphics3d.com](http://www.ravencroftgraphics3d.com).