

# Job-opening Information

No. R05-E-362  
 Published on 2024/2/8  
 Last Updated 2024/2/13

## 1 Business Office

Name of Office or Workplace
LUPICIA Gourmand Co., Ltd.
Working Location
436-2 Aza-Motomachi, Niseko-cho, Abuta-gun
Access
10 mins by Car from JR Niseko Station
Number of current employee
80

## 2 Job Discription

Job Title (Job Family)
General office staff at Niseko Factory
Summaries of Duties and Responsibilities
Administrative assistance in the general affairs department of Niseko Factory
<ul style="list-style-type: none"> <li>Attendance check, shift preparation</li> <li>Ordering/checking delivery and organizing delivery slips</li> <li>Organizing invoices</li> <li>Handling telephone calls, filing, and other office work</li> </ul>
This is a great opportunity to make use of your experience in general office work and attendance management!
Type of Contract
Part-Time
Possibility of Transfer to Permanent Position
5 people
Period of Employment
As needed ~
Short-term Contract(less than 4 monthes)
Unavailable
Required Expeliences or Skills
Experience with PC operation(ex. data entry, Word, Excel, etc.)
Required Licenses
Language Skills(JP)
Language Skills(EN)
Daily Conversational
Not Required
Other Required or Welcomed Language Skills
Not Required
Age Restriction (Reason)
None -

## 3 Working Conditions

Wage
Hourly ¥1,200 ~ ¥1,200
Cutoff Day of Wage
Payment Day
End of the month
15th of every month
Wage Raise
Bonus
10 to 50 yen per hour
Not provided
Transpotation Allowance
Other Allowance
Provided 250 yen/day, Monthly maximum 5,000 yen
None
Working Hours *See also "Note"
8:00AM ~ 5:00PM 60 minutes
Working Days in a week
Holidays
3 days
Un fixed (shift system)
Overtime work (ave.)
None
Fixed Overtime Pay
No
Trial Period
1 month
Wage of Trial Period
Hourly ¥1,200 ~ ¥1,200
Insurances
Employment <input type="radio"/>
WorkCover <input type="radio"/>
Health <input type="radio"/>
Pension <input type="radio"/>
Other Benefits
Commute by Car
Parking Lot
<input type="radio"/>
<input type="radio"/>
Pick-up for Work
Rental Car for Commute
×
×
DressCode or Rental Uniform
×
Company House for Rent <input type="checkbox"/>
Rent(/M) ¥23,000
Room Type
Bath No
W.C. Yes(Shared)
Firige Yes(Shared)
Washer Yes(Shared)
Kitchen Yes(Shared)
Wi-Fi Yes(Shared)
Note
*Working hours are from 4 hours between 8AM and 5PM, 3 days a week
*The room mentioned above is a share house with shower rooms. We also have other company housings available(negotiable).
*We will sign you up for the insurance that meets the conditions of working
*Lunch is provided
*Lift tickets to nearby ski resorts and rental items are available

## 4 Company Information

Name of Company
LUPICIA Gourmand Co., Ltd.
Address
436-2 Aza-Motomachi, Niseko-cho, Abuta-gun
Founded in
2003
Company Serves
Manufacture and sale of food and confectionery, manufacture of beer, import and sale of alcoholic beverages, and store operations
Corporate Culture
Food business launched by global tea specialist Lupicia In July 2020, the Lupicia Group moved its head office from Tokyo to Niseko and is now actively expanding its business.
Special Notice
Many of our employees have kids. You can start with shorter hours and fewer days and increase the work hours eventually.

## 5 Employment Screenings

Number of New Recruited
Posting Period
1人
Un-fixed ~ Un-fixed
Screening Process
Application screening, interview
Result of Selection Announced by
E-mail
Docments after Screening
Discard
Remarks
Please submit your resume (with a photo attached) to our recruiting department by e-mail, indicating the number of hours and days of work you want to do. Those who pass the document screening will be invited for an interview.

## For Apply

Please contact following and ask "Matching" to the officer.

+81-(0)-136-23-1362  
 shiribeshi.ciltmatching@pref.hokkaido.lg.jp

# LUPICIA Gourmand Co., Ltd.



## Company Info

Duty Station	436-2 Aza-Motomachi, Niseko-cho, Abuta-gun				Food business launched by global tea specialist Lupicia In July 2020, the Lupicia Group moved its head office from Tokyo to Niseko and is now actively expanding its business.				
Wage	Hourly	¥1,200	~	¥1,200					
Working Hours	Start	8:00AM	End	5:00PM		Break	1:00	Working Hours	8:00
Short-Term Contract	Unavailable								
Holidays	Un fixed (shift system)								
Housings	△								