Entry Level (no experience required) Positions

From Actus

East Coast Positions

- **Position:** Japanese Bilingual Sales Assistant at Japanese bookstore  
  **Location:** Midtown, NY

- **Position:** Sales Assistant at Japanese global trading company  
  **Location:** Midtown, NY

Midwest Positions

- **Positions:** HR/Accounting/Admin Assistant at Japanese manufacturing company  
  **Location:** Elk Grove Village, IL

- **Position:** Inside Sales at Japanese precision mold parts manufacturing company  
  **Location:** Itasca, IL

- **Position:** Purchasing at Japanese engine company  
  **Location:** Schaumburg, IL

- **Position:** Logistics Operation Agent at Japanese logistics company  
  **Location:** Elk Grove Village, IL

- **Position:** Japanese Bilingual Customer Service at Japanese machine tool manufacturing company (Visa support: YES)  
  **Location:** Elk Grove Village, IL

- **Position:** Travel Agent, Japanese travel agency  
  **Location:** Itasca, IL/Dallas, TX
❖ **Position:** Help Desk Technician at Japanese IT company for major automotive companies  
  **Location:** Novi, MI

❖ **Position:** Japanese Bilingual Marketing Media Coordinator at Japanese machine tool company  
  **Location:** Wixom, MI

❖ **Position:** Entry level IT positions at Japanese IT company  
  **Location:** Houston, TX

※Japanese language skill is not required if not noted “Japanese bilingual”. 