



企業受付 外資系投資会社 ※東京駅近くの便利な職場です

外資系不動産投資会社での受付業務

## Job Information

### Hiring Company

[Drake Business Services Japan K.K.](#)

### Job ID

1385656

### Division

総務

### Industry

Temp Agency, Outsourcing

### Company Type

International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Chiyoda-ku

### Salary

3 million yen ~ 4 million yen

### Work Hours

シフト制 (8:45-17:45, 9:00-18:00) ※残業・夜勤無し

### Holidays

完全週休二日制 (土日祝)

### Refreshed

February 18th, 2025 04:00

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Mid Career

### Minimum English Level

Basic

### Minimum Japanese Level

Fluent

### Minimum Education Level

High-School

### Visa Status

Permission to work in Japan required

## Job Description

### ★アピールポイント

- ・ 残業・夜勤無し
- ・ 初年度から有給休暇10日+傷病休暇5日付与

- ・ドリンクやお茶が揃っている環境です
- ・総務経験のみの方も歓迎！

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受付ヘルプデスクサポート業務 ※大手総合不動産サービス会社担当※

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#### 職務概要：

##### Site Operations

- o Create a comfortable, welcoming and hospitable experience for employees and their guest.
- o Boost agility in the workplace by managing up-to-date visitor information.
- o Handle internal & external calls and correspondence.
- o Anticipate client needs through observation to create memorable experiences.
- o Manage stationery requisition and related inventory management.
- o Adhoc responsibilities assigned by Workplace Manager.

##### Customer Services

- o Foster a sense of community and create happiness at work for our team, our client and their guest.
- o Creating a welcoming environment for clients, (internal/external) customers by providing authentic, caring and timely service.

##### Visitor Management

- o Provide personable and efficient visitor registration services.
- o Ensure regulatory compliance in managing visitor access through clients Visitor Management Systems (VMS).
- o Enhance safety and security of facility by management of visitor movement.
- o Execute emergency response plan to ensure safety of client and guest when necessary.

##### Concierge Services

- o Deliver concierge service with local expertise and insider knowledge.
- o Manage transportations request from visitors and employees.

##### Conference Meeting Room Booking

- o Assist & educate client to achieve optimization and efficiency for meeting room bookings.
- o Enhance user comfort and services by efficient turnaround of meeting rooms.
- o Plan experiences and community events within and beyond the office, that unite people and inject fun into the workplace.

##### Mail Delivery Services

- o Organise receipt and deliveries of all mails and courier services.
- o Manage mail distribution records and mail logs.

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## Required Skills

#### 必須条件：

##### Task Skills

- o Proficiency with Microsoft Word, Excel and PowerPoint.
- o Good command of verbal and written English

##### Personal Skills

- o Ability to meet tight schedules and deliver high quality of work
- o High level of communication and interpersonal skills

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## Company Description

ドレイク・ビジネス・サービスズ・ジャパンは、企業の総務関連に特化したサービスを提供しております。我々のサービスは親会社であるオーストラリアのDrake Internationalの人事関連サービスと、パートナーである Swiss Post Solutionsのメールルーム・ドキュメントサービスの経験とノウハウ及びツールを駆使し、クライアントが自社の業務に専念することをサポートします。

#### 事業内容：

メールルームサービス、レセプションサービス、ヘルプデスクアドミニストレーションサービス、ファシリティマネジメント管理システムの販売