



【英語を活かす！】勤務先は有名外資系証券！受付業務！\正社員／350～470万円@六本木

港区にある、世界的に有名な外資系証券会社で企業受付のお仕事！

Job Information

Recruiter

[JobImpulse](#)

Job ID

1403216

Industry

Temp Agency, Outsourcing

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

3.5 million yen ~ 4.5 million yen

Hourly Rate

想定年収350万～476万程度（賞与年2回含む）※経験・スキル等に応じて決定します 月額25万～34万（別途残業代）

Work Hours

8:00～19:00の間で実働8時間のシフト勤務

Holidays

土日祝祭日を基本とする本社サイトカレンダーによる週2日程度の休日

Refreshed

July 8th, 2024 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

High-School or Below

Visa Status

Permission to work in Japan required

Job Description

【主な業務内容】

・受付、来客対応

- ・ 訪問者管理システムの管理
 - ・ 訪問者チェックイン手続き
 - ・ 訪問者へ入場カード（パス）を提供
 - ・ お客様のご案内
 - ・ 給茶
 - ・ 会議室管理
 - ・ 資料作成、メール対応等
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Required Skills

- ・ 基本的なPC（Word/Excel/Outlook/PowerPointなど）
 - ・ コミュニケーション/対人対応スキル
 - ・ 英語力（日常会話レベル）
 - ・ 日本語（ネイティブレベル）
 - ・ ホスピタリティ業界での経験、または企業受付ご経験
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Company Description

Job Impulse

your qualified provider of personnel service

JobImpulse is a global employment services company. We are, with heart and soul, committed to bring people and their chosen professions together. We have been and we still are a successful gateway within the job market linking supply and demand. We are fully aware of the needs and demands of our customers and employees and can therefore effectively contribute to their lasting success. JobImpulse is an established entity on the personnel services provider market. We are fast, flexible and unbureaucratic. This ensures custom and integral human resources solutions through competence, expertise and know-how.

The continuous growth of the JobImpulse Group ensures the expansion of our comprehensive services. Companies from different business branches have been relying and trusting our services for years. By utilizing our international contacts and experiences, we are able to find the fitting employee for our clients, at home and abroad. JobImpulse is always close at hand; where you need us, for example in Poland, Slovakia, Hungary or Mexico.