

Invenergy

Office Administrator (New at International Company)/シカゴ本社

米国最大手の電力会社。持続可能エネルギーの開発、保有・運用を手掛ける

Job Information

Hiring Company

[Invenergy Japan G.K.](#)

Subsidiary

Invenergy

Job ID

1441342

Industry

Petrochemical, Energy

Company Type

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

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Ginza Line, Tameike Sanno Station

Salary

4.5 million yen ~ 7 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

9 : 00-18:00

Holidays

120日以上 年末休暇 (12/29 - 1/3) 有給休暇 入社時期により入社日1日から10日付与

Refreshed

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General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description**Responsibilities**

1. Managing the tracking and ordering of office supplies for the Tokyo office, placing orders when necessary
 2. Managing a corporate credit card for office supplies, providing reconciliation to Accounting as required
 3. Entering Oracle requisitions and purchase orders for approvals as needed in compliance with Accounting guidelines
 4. Perform receptionist responsibilities, including welcoming guests
 5. Answering telephone calls on the main office line(s), transferring calls to colleagues, and taking messages for colleagues
 6. Preparation to welcome new hires, including supporting onboarding activities
 7. Managing correspondence (e-mail, letters, etc.)
 8. Managing mail, courier services, and packages, including collection, sending, and sorting etc.
 9. Management of lease contracts for office equipment
 10. Coordinate office activities and operations to secure efficiency and compliance to company policies
 11. Providing support to site development offices outside of Tokyo, including ordering office supplies as requested
 12. Submit timely reports and prepare presentations/proposals as assigned
 13. Congratulatory and condolence arrangements
 14. Guiding guests (Issuance of Admission Cards, greetings, serving drink etc.)
 15. Liaison with office building
 16. Relocation (main or assistant)
 17. Assist colleagues whenever necessary
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Required Skills**Requirements**

1. Proven experience as an office administrator, office assistant or relevant role (1-3yrs)
2. Outstanding communication and interpersonal abilities
3. Excellent organizational skills
4. Self-starter
5. Familiarity with office management procedures
6. Knowledge of MS Office, Word, PowerPoint etc.
7. Business level English
8. Working experience at an international environment is plus

Others

1. Working hours: 9:00 to 18:00
2. Paid Vacation: 1 to 10 days are given on the first day
3. Flex time: core time 11:00-15:00

*Long vacation is possible (recommended)

1. Group English lesson is provided outside of working hours
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Company Description

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