



外資法律事務所 Office administrator (Permanent employment)

Job Information

Recruiter[en world Japan K.K](#)**Job ID**

1463946

Industry

Legal

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Work Hours

9 : 15 - 17 : 30 (flexibility may be required)

Holidays

[勤務日] 月～金、週5日

Refreshed

July 26th, 2024 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Office Administrator

We are looking for a candidate who can provide a professional service as a general administration at this very well-respected international law firm in Tokyo. We offer a highly multicultural environment, and a friendly and supportive office culture.

RESPONSIBILITIES

- Answer our representative phones and transfer to the appropriate staff member, take and distribute accurate messages • Coordinate messenger and courier service (Sagawa, DHL, T-Serv) • Receive, sort and distribute incoming postal mail and

courier • Prepare outgoing mail • fax, scan and copy documents • Management of office filing and storage systems, including arrangements for the disposal of confidential documents • Update and maintain internal staff contact lists or seating chart • Organize travel arrangements for business services staff • Co-ordinate and organize office events • Monitor and maintain office supplies • Ensure office equipment is properly maintained and serviced • Perform work related errands as requested such as going to the post office and public offices • Keep office area clean and tidy • Facility management including office security systems • Support on dealing with IT vendors • Processing of invoices and reimbursement of expenses

- Updating operational manuals
- Supporting other department's administrative work on ad-hoc basis
- Back-up for reception staff
- Provides support to the office manager by locating and collecting information required for procurement activities, assisting with awareness-raising activities on sustainability and responsible business, and assisting with responding to various requests from the global team
- Support office managers in planning and holding APAC conference

Required Skills

REQUIREMENTS

- Excellent communication skills
 - Native Japanese language skills
 - Business-level English language skills
 - Basic PC skill (word, excel, outlook, etc.)
 - At least 5-6 years' experience in general administration in a professional services firm is preferable. General administration experience in other business companies is also acceptable.
 - Team player and flexible attitude
 - Ability to work independently
 - Flexibility, Client focused
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Company Description