



企業受付 / Receptionist ※外資系金融機関担当 ※大手町駅直結です

スイス大手の金融機関が職場です ※制服あります

## Job Information

### Hiring Company

Drake Business Services Japan K.K.

### Job ID

1469144

### 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 ※早番 8時15分~17時15分, 遅番 9時~18時 ※残業・夜勤無し

### Holidays

完全週休二日制 (土日祝)

### Refreshed

January 30th, 2025 10:00

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Mid Career

### Minimum English Level

Business Level

### 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

- ・ 来客や電話対応で英語が活かれます
- ・ 制服あります

- ・ 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

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企業受付 / Receptionist ＊スイス大手金融機関担当＊  
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**Receptionist:**

The person profile will be someone with 1-3 years of primarily Receptionist work experience. The candidate should have easy approach and good team player personality and proactive on communication, familiar with PC skills particular with MS Outlook. Business English communication skills is required.

**Specific responsibilities include, but are not limited to:**

- Work at Reception desk and greet visitors including proper registration
- Answer & handle incoming phone calls in good manner
- Act as first point of contact to visitors and staff and assisting their needs and requests
- Maintain cleanliness & tidiness of reception area and pantry when needed
- Manage meeting room bookings
- Assist with set up and catering from meetings/conference/events and help on tidiness and cleanliness when needed afterwards
- Serve beverages to visitors when requested
- Receiving, sorting, and redirecting daily emails
- Receive and process incoming and outgoing mail and courier consignments

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Required Skills

**Required skills :**

- Reception and telephone service
- English conversation (email, business calls, etc.)
- Basic PC operation (mainly e-mail, input to conference room reservation system)

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Company Description