



## Office Manager/ 営業責任者

## Work in Financial Services Sector

## Job Information

**Recruiter**

ACS Japan

**Hiring Company**

Global Financial Services Solution Provider

**Job ID**

1474756

**Industry**

Other (Banking and Financial Services)

**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

**Salary**

6 million yen ~ 8 million yen

**Salary Commission**

Commission included in indicated salary.

**Refreshed**

July 16th, 2024 02:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

In this role you will oversee staff, implement procedures, maintain administrative systems, and work closely with other departments such as human resources and accounting.

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この役割では、スタッフを監督し、手順を実施し、管理システムを維持し、人事や経理などの他の部門と緊密に連携します。

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### Required Skills

- Experience in Office Management role at global company with subsidiary office in Japan

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- 日本に子会社を持つグローバル企業でのオフィス管理業務の経験

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### Company Description