



【外資企業】 General Affairs Position for Medical Device Company

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1477615

Industry

Medical Device

Job Type

Temp to Perm

Location

Tokyo - 23 Wards, Shinagawa-ku

Salary

Based on hourly rate ~ Negotiable, based on experience

Hourly Rate

1900円

Work Hours

月曜～金曜09:00-18:00

Refreshed

November 22nd, 2024 09:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[ポジション]

GA Specialist (式命令者: HRGA Senior Manager)

[仕事内容]

General Affairs:

- ・ Main point of contact for any issues with regards to office building, facilities management and maintenance, office supplies etc.
- ・ Coordinate, and oversee sales car leases including updates/revisions and liaising with sales team/vendors
- ・ Main point of contact with office vendors, suppliers, and insurance companies
- ・ Handles the main line and assists with any phone inquiries
- ・ Assists in the arrangement of any special meetings or company events
- ・ Procurement and/or inventory control of office stationeries and pantry supplies

- Track and maintain records of inventories and pantry supplies and costs
- Work closely with the Finance team to ensure timely payment of invoices to Office vendors
- Record keeping of office assets (e.g. workstation labels, laptops, corporate mobile phones, iPads etc.)
- Co-ordinate travel/transportation arrangements for special guests in the office
- Appointed as a Stress Check liaison between the vendor and Arthrex Japan
- Attends to visitors and provides general support
- Manage the daily incoming and outgoing couriers/emails

Administrative Support

- Facilitate and arrange company events/workshops appointed by Senior HRGA Manager (social events/gatherings, meetings, etc.) including company lunches
- Other ad-hoc duties as assigned by Senior HRGA Manager
- Working together with the HR team to run employee welfare programs and benefits for employees
- Supports the onboarding for new hires;
 - Preparing of staff and building pass
 - Liaising with IT to prepare laptop/iPads, as necessary
 - Allocation of seats for new hires
- Establish, facilitate, and streamline internal general affairs processes, and focus on continuous improvement with suggestions to improve processes and policies
- Assists in the logistics planning for new employee onboarding sessions
- Assists HR with preparing and sending out official HR letters for employees in strict confidence. This includes but is not limited to employment certificates and letters to the government etc
- Supports HR with Employee surveys

Required Skills

[応募資格]

- GAの経験
- 基礎的なMS Outlook、MS Office (Excelの基本レベル)

[英語レベル]

読み書きは必要

[雇用形態]

派遣社員

Company Description