



## 【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**

June 21st, 2024 14:00

### 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

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#### 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

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#### Company Description