



【英語を活かせる】 Assistant/Administrator @Medical Equip Manufacturer

Job Information

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

1484607

Industry

Medical Device

Job Type

Temporary

Location

Tokyo - 23 Wards, Shinagawa-ku

Train Description

Yamanote Line, Shinagawa Station

Salary

Based on hourly rate

Hourly Rate

2000円 + 交通費

Work Hours

9:00~17:30

Refreshed

July 11th, 2024 00:00

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

仕事内容 :

Providing administrative assistance, such as writing and drafting memos, and preparing communications on the executive's behalf

- Providing administrative assistance to CLT(Country Leadership Team) members
- Support and assist with tasks and initiatives such as HR, General Affairs, etc.
- Translation and proofreading including large documentation such as internal training materials
- Interpretation from English to Japanese/Japanese to English in the meetings
- Performing minor accounting duties such as expense claims

- Organizing meetings and company events, including scheduling, sending reminders, and Organizing catering when necessary
 - Coordinating travel arrangements such as flights/hotel bookings, travel insurance arrangements for overseas business trips for all employees
 - Providing assistance to all visitors on travel arrangements including visa applications, hotel bookings, local transportations if necessary
 - Others, work related to tasks, requests from manager and assistant tasks for other teams etc.
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Required Skills

- Advanced level of English and Native level of Japanese in communication
 - PC : MicroSoft365 (Word, Excel, PowerPoint, Outlook, Teams etc.)
 - High level of organizational/time management skills
 - Attention to detail
 - Ability to be proactive and take initiatives
 - Interpersonal skills
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Company Description