

【General Affairs & Secretary】 Flex time

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Job Information

Recruiter

Michael Page

Job ID

1486983

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Refreshed

July 22nd, 2024 19:18

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Join a global biopharmaceutical company performing general affairs and secretarial duties. Coordinate with departments and manage office operations efficiently.

Client Details

An innovative and globally integrated biopharmaceutical company. With operations in Japan, the US, and China, they focus on drug discovery and profitability.

Description

- Oversee office management and maintenance for an efficient work environment.
- Manage office supplies and inventory, ensuring timely restocking.
- Coordinate with vendors and service providers for office needs.
- Assist in organising company events, meetings, and functions.

- Provide administrative support to executives and senior management.
- Schedule and manage appointments, meetings, and travel arrangements.

Job Offer

- Flexible working hours.
- Dynamic and supportive environment.
- Global exposure with growth opportunities.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Native level Japanese with conversational level English proficiency.
- Proven experience in general affairs, office administration, or secretarial roles.
- Strong organisational and multitasking skills.
- Skilled in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Able to work independently and as part of a team.
- High level of professionalism, discretion, and confidentiality.

Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

URL: <https://www.michaelpage.co.jp/en>