



# MichaelPage

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## Urgent hiring for Office Manager/HR - Financial Services

### Office Manager/HR - Financial Services

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1493503

**Industry**

Securities

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 8 million yen

**Refreshed**

September 9th, 2024 12:15

#### General Requirements

**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

This position primarily provides general office management support as well as HR and Finance Support.

#### Client Details

As a prominent player in the financial industry, this company is recognized for its innovative approach to online trading and investment services. With a focus on providing user-friendly platforms and advanced financial tools, it caters to the diverse needs of investors in the digital age.

#### Description

- Support the HR Lead in all daily HR operations for the Japan office, including reimbursement of expenses.
- Assist in the coordination of all recruitment activities and interview arrangement.
- Provide admin support to all office related matters including facilities management.
- Help out in all onboarding and offboarding processes.
- In charge of monitoring the movement and tenure of employees.
- Data entry and filing of documents as needed.
- Any other ad-hoc duties as required.

**Job Offer**

- Work-life-balance
- Wide range of learning and development opportunities
- Collaborative and inclusive work culture
- Flex time is available

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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**Required Skills**

- More than 3 years of relevant experience in a similar position
  - Able to multi-task effectively, and is independent but also a strong, good team player.
  - Excellent communication and interpersonal skills.
  - Strives in a fast-paced environment and works well under pressure and tight deadlines.
  - English (business level) and Japanese (native level)
  - Regular attendance at the office
  - Enjoys engaging in teamwork with a positive and constructive attitude.
  - Proficient in MS office and Excel.
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**Company Description**

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