



【即日可能・長期予定】HRGA 時給2000円

## Job Information

**Recruiter**

[en world Japan K.K](#)

**Job ID**

1494346

**Industry**

Daily Necessities, Cosmetics

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Hourly Rate**

2000円 + 交通費

**Work Hours**

09:30~18:00

**Refreshed**

December 21st, 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

- Provide day-to-day administrative support to help HR and office teams run efficiently
- Office facilities management (building management, consumables order...)
- Mail service management – handling deliveries and customer visitor duties
- Invoice processing via SAP for HR, office and employee related costs
- Printing material order and control
- Ceremonial arrangements processing (wedding, funerals, new store openings...)
- Employees personal data management and organization
- Ensure that security measures are implemented and followed by all employees
- Office cleaning management through third party vendor

- Company care maintenance (parking, ETC, insurance...)
  - HR and procurement related support
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## Required Skills

- Microsoft Office software knowledge; Outlook, Excel, PPT etc.
- Familiarity with phone systems
- SAP experience is not necessary, considered a nice to have
- Ability to handle pressure and strong time management skills is a must

## Candidate Profile

- 2+ years of relevant working experience in an administrative, HR or coordinator role, or similar
- Excellent communication skills
- Fluency in Japanese and English is mandatory; must be able to read, speak and write fluently in both languages

WFH 2/week

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