



オフィスマネージャー

外資系ライフサイエンスメーカーでの募集です。 総務・庶務・ファシリティのご経験...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系ライフサイエンスメーカー

Job ID

1500563

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は試用期間満了後から付与されます 法律に基づき付与 週3日勤務のため、土日祝+平日2日がお休みとなります。...

Refreshed

October 24th, 2024 14:35

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

【求人No NJB2258319】

- ・ Supervise sales administrative personnel and other admin related staff.
- ・ Oversee financial processes including control of invoices accounts receivable and accounts payable.
- ・ Coordinate with the accounting department providing necessary financial data for bookkeeping and reporting purposes.
- ・ Process wire transfers to both domestic and foreign accounts ensuring General Manager approval before completion.
- ・ Liaise with domestic financial and Social and Labor consultants to address all relevant matters.

- Monitor expenses related to the office lab and employees ensuring accurate follow ups.
 - Manage bank accounts and petty cash ensuring proper control and monitoring.
 - Handle employee personal data such as bank accounts social security numbers and family details.
 - Manage onboarding and offboarding processes handling all related administrative tasks for new hires and departures.
 - Administer office and lab operations including managing equipment and supplies.
 - Support IT infrastructure coordinating with IT to ensure proper system functioning.
 - Perform additional duties as assigned by the GM of Japan.
-

Required Skills

- Minimum of 10 years experience in Office manager or HR Admin roles
 - Basic knowledge and experience in finance and accounting.
 - Able to communicate in Japanese at a native level as well as communicate in English to a basic level.
 - Strong ability to multitask and manage multiple responsibilities effectively
-

Company Description

ご紹介時にご案内いたします