



CR/117759 | Office Assistant/Secretary

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1504103

Industry

Legal

Job Type

Contract

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is seeking a Japanese speaking Office Assistant/Secretary to join their team in London.

Position: Office Assistant/Secretary

Location: Central London

JOB DESCRIPTION

1. Administrative and office management works:

- Liaising with the landlord for issues in respect of the office and related facilities;

- Liaising with suppliers for subscription of law database, courier services, newspapers, stationery, pantry supplies and other office related items;
- Liaising with hotels/restaurants/air carriers for office's guests, staff, etc.;
- Liaising with authorities on all issues in respect of office operational issues;
- Organizing seminars, career fair, retreat or year-end dinner;
- Liaising with other authorities in respect of the operational issues of the office;
- Liaising with service providers for any services required by the head of the office
- Handling simple IT related issues and working with IT department (or suppliers) of the head office on all other IT related issues;

2. Secretarial works, including:

- Supporting document preparation, meeting/appointment/business trip arrangements;
- Opening/updating client files and records;
- Preparing and liaising with clients on invoice matters;
- Translating documents/emails and other communications;
- Other various secretarial works requested.
- Accounting-related matters in connection with accounting department and accounting firm;
- Managing relationship with clients;
- Ensure a smooth operation for the office;
- Other works assigned by the head of the office from time to time

REQUIREMENTS

- Foreign language:

Japanese: Native or N1

English: Business level

- IT skills: good at MS Office, MS Excel and MS PowerPoint
- Working experience: Preferably 3 year experience in administration and/or secretary position
- Visa: Eligible to work in UK

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

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#citylondon

Company Description