



PR/117556 | Japanese Speaking PA / Administrator

Job Information

Recruiter

JAC Recruitment UK

Job ID

1504114

Industry

Logistics, Storage

Job Type

Permanent Full-time

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

Title

Japanese Speaking PA / Administrator (Temporary position)

Salary

CIRCA £22.00 per hour

Job profile

A Japanese global trading company is looking for A PA / Administrator in their Office.

PA & Administrative Duties

- Distributing the manager's mail
- Organizing the manager's business trips, including meeting appointments
- Arranging flights and travel for team members
- Conducting extensive internet research
- Arranging business meetings with clients
- Ordering publications
- Booking hotels and transportation for overseas guests
- Typing letters and reports
- Maintaining and updating clients' addresses in the database
- Photocopying, filing, and other secretarial tasks
- Screening the manager's calls
- Managing the company's office equipment
- Liaising with the building manager for office-related issues
- Filing documentation
- Performing additional duties as directed

Location

London

Hours

35 hours per week

Mon – Fri: 09:00am - 05:00pm

Starting date

ASAP

Visa

Eligible to work in the UK without any restriction

About our client

Trading industry

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

Company Description