



# MichaelPage

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【Team Assistant】 2 days WFH options

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## Job Information

### Recruiter

[Michael Page](#)

### Job ID

1505655

### Industry

Hardware

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

4 million yen ~ 6 million yen

### Refreshed

November 20th, 2024 10:56

## 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

Join a team driving the future of telecom infrastructure, focusing on site acquisition and project coordination. This role offers opportunities to work on innovative projects, blending research and stakeholder collaboration.

### Client Details

A leading player in the telecom infrastructure space, driving digital connectivity through 4G and 5G solutions, smart poles, and other advanced technologies. They provide a collaborative environment, a hybrid work model, and comprehensive benefits.

### Description

- Coordinate site acquisition projects, ensuring timely and efficient execution.
- Conduct research, including market analysis and site evaluations.
- Prepare and produce key documents such as pitches, portfolios, and process guides.
- Maintain accurate project records and databases.
- Liaise with stakeholders to ensure smooth communication and project progress.
- Provide administrative support to the team as required.

**Job Offer**

- Up to 2 days work from home per week.
- Flex time opportunities.
- Opportunities for professional growth within the telecom industry.
- Supportive and collaborative team environment.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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**Required Skills**

- Experience in real estate, telecom, or a similar role is advantageous.
  - Possesses strong organizational and multitasking skills.
  - Proficient in Microsoft Office Suite and database management.
  - Detail-oriented with a proactive problem-solving approach.
  - Native level Japanese with business level in written and spoken English.
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**Company Description**

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

URL: <https://www.michaelpage.co.jp/en>