



## 総務リーダー

US系メディカルデバイスでの募集です。 総務・庶務・ファシリティのご経験のある...

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

US系メディカルデバイス

**Job ID**

1507974

**Industry**

Medical Device

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 8.5 million yen

**Work Hours**

09:00 ~ 17:30

**Holidays**

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW リフレッシュ休暇（5日）、年末年始（1...

**Refreshed**

December 19th, 2024 09:00

### 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 NJB2267283】

Manage aspects of indirect sourcing activities for the company after budget and procedures approvals including putting up proposals; Responsible for procurement of expenditure of utilities safety people related co working with regional indirect sourcing team

Facility Management including contract maintenance layout change renovation and relocation for head office in Tokyo and other site offices as needed with property management companies

Oversee company cars and parking space management maintain contracts system maintenance coworking with service vendor

Responsible for EHS

Assist GM and global guests/visitors to manage schedule meeting arrangement and expense reimbursement; Assist visitors from outside of Japan when they need support locally

Other admin tasks (telephone correspondence filing mailing list management) travel related administration insurance Joiner and Leaver assistance and various contract management.

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## Required Skills

Education: Bachelor's degree is preferred

Work experience: Minimum 3 years of experience of office management experience.

Languages: Fluent Japanese. English Proficient level is desired (for email / telephone correspondence dealing with visitors)

Personal Trait Profile: Communication skills to work smoothly with internal and external parties. Prioritize own work. Taking initiative and work together in a team.

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## Company Description

ご紹介時にご案内いたします