



Office Manager

外資系美容医療メーカーでの募集です。総務・庶務・ファシリティのご経験のある方...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系美容医療メーカー

Job ID

1508090

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 6 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 夏季休暇 年末年始 慶弔休暇、育児休暇...

Refreshed

January 16th, 2025 03:00

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 NJB2266229】

This position is responsible for 1) managing all Japan facilities from start up to daily facility operation and 2) general office administrations.

Required Skills

- 8 years in facilities/office management with proven record in managing facilities/office independently with minimum supervision
 - Result oriented self motivated
 - Ability to multi task and work under time pressure
 - Strong problem solving skills
 - Strong communication skills with business level communications skills in English both verbal and written
 - Good interpersonal skills strong team player and work collaboratively across functions
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Company Description

ご紹介時にご案内いたします