



【1000～1700万円】総務シニアマネージャー

世界のメディカルテクノロジー企業のトップ企業での募集です。 総務・庶務・ファシ...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

世界のメディカルテクノロジー企業のトップ企業

Job ID

1514887

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 17 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】入社日より、付与されます。入社月により、日数の変動あり。入社7ヶ月目には最低10日以上。【休日】完全週休二日制...

Refreshed

April 17th, 2025 15:00

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 NJB2271731】

General Affairs covers a broad range of responsibilities from daily stationary management and invoice processing to business continuity planning (BCP) transforming the way of working and strategic facility setup. The key roles of General Affairs include:

- Leading corporate policy/process transformation to support sustainable growth and efficiency through external benchmarking and joint efforts with other functions.

- Ensuring excellent operations of all routine tasks through continuous improvement.
 - Providing agile support and leadership in unexpected situations in cooperation with other organizations.
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Required Skills

英語ビジネスレベル
ファシリティー、BCP経験
ピープルマネジメント経験

Company Description

ご紹介時にご案内いたします