



【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

February 20th, 2025 11:00

## 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.
- 

## 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