



## 外資法律事務所総務-正社員

### Job Information

**Recruiter**
[en world Japan K.K](#)
**Job ID**

1515994

**Industry**

Legal

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 5 million yen

**Work Hours**

09:00 - 18:00 (break time: 60 mins)、月～金

**Refreshed**

January 20th, 2025 21:43

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**Facilities Officer**

We are looking for a candidate who can provide a professional service as a facilities officer at this very well-respected international law firm in Tokyo. We offer a highly multicultural environment, and a friendly and supportive office culture.

**RESPONSIBILITIES**

- Answer our representative phones and transfer to the appropriate staff member, take and distribute accurate messages.
- Coordinate messenger and courier service (Sagawa, DHL, T-Serv).
- Receive, sort and distribute incoming postal mail and courier.

- Prepare outgoing mail.
- Fax, scan and copy documents.
- Management of office filing and storage systems, including arrangements for the disposal of confidential documents.
- Update and maintain internal staff contact lists or seating chart.
- Provide advice and recommendations on conference room and venue setups for meetings and events.
- Assist and coordinate with internal and external events/conferences.
- Ensure office equipment is properly maintained and serviced.
- Perform work-related errands as requested such as going to the post office and public offices. • Keep office area clean and tidy.
- Assist with procurement and other administrative exercises, including requests for proposals/quotations, liaison with vendors, and keeping track of progress to ensure work is delivered on budget and time.
- Facility management including office security systems.
- Provide emergency support – out-of-office hours support on server room, building security when needed.
- Support on dealing with IT vendors.
- Processing of invoices and reimbursement of expenses.
- Supporting other department's administrative work on ad-hoc basis.
- Back-up for reception staff.
- Manage workflow for operations team to ensure the execution of front office services is accomplished efficiently and accurately.
- Provides support to the office manager by locating and collecting information required for procurement activities, assisting with awareness-raising activities on sustainability and responsible business, and assisting with responding to various requests from the global team.

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## Required Skills

### REQUIREMENTS

- Excellent communication skills
- Native Japanese language skills
- Business-level English language skills
- Basic PC skill (word, excel, outlook, etc.)
- At least 5 years' experience in general administration in a foreign company
- Events, relocation and renovation experience are plus.
- Team player and flexible attitude
- Ability to work independently
- Flexibility, Client focused

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## Company Description