



Workplace specialist/administrative coordinator

Job Information

Recruiter

ALBERTO K.K.

Job ID

1517145

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Refreshed

March 21st, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

A prestigious firm is looking for an individual who can provide a professional service as a facility officer. Offering a highly multicultural environment, and a friendly and supportive office culture.

Responsibilities include but not limited to:

- Answer the representative phones and transfer to the appropriate staff member, take and distribute messages
- Assist and coordinate with internal and external events/conferences
- Management of office filling and storage systems, including arrangements for disposal of confidential documents
- Support on dealing with IT vendors
- Manage workflow for operations team to ensure the execution of front office services is accomplished efficiently and accurately

Required Skills

- Full-time
- Monday to Friday, 9:15am to 5:30pm
- Due to the nature of the work, basically working at the office every day
- At least 3 years' General administration experience in a foreign company (not receptionist) * B to B
- Basic PC skills

Company Description