



【800～1000万円】 オフィスマネージャー

外資不動産会社での募集です。 オフィスマネージャーのご経験のある方は歓迎です。

## Job Information

### Recruiter

JAC Recruitment Co., Ltd.

### Hiring Company

外資不動産会社

### Job ID

1524972

### Industry

Real Estate Fund

### Company Type

International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

8 million yen ~ 10 million yen

### Work Hours

09:00 ~ 18:00

### 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 年末年始 祝日、年末年始、慶弔休暇、傷病休暇...

### Refreshed

March 6th, 2025 16:25

## 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 NJB2283296】

Office Management

- Office facility management
- Receptionist for visitors and incoming phone calls
- Security management: control office security cards
- Fire prevention management

- Membership management
- Pantry management
- Postal item management
- Company seal management and administration
- Administration process management

#### Purchasing and Payment

- Control purchasing process and the annual budget.
- Complete monthly payment administration for company costs (rent water supplies etc.)

#### IT

- Device management: manage IT account and devices: laptop PCs and iPhones
- Purchasing of all the IT devices.
- Japan Helpdesk: IT contact person in Japan office and report Global/Japan IT helpdesk and the external support providers when necessary.
- Software management: license and user registration management

#### Corporate Service

- Company seal and document management
- License related administration

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## Required Skills

#### Must Haves:

- BA degree
- 3+ years of Office manager experience in a foreign company in Japan.
- Fire prevention management qualification
- English reading and writing comprehension

#### Good to Haves:

- Business Level English speaking skills
- Managerial Experience

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## Company Description

ご紹介時にご案内いたします