



Office Manager at global company / 外資系企業 オフィスマネージャー

英語堪能な方からの応募をお待ちしています！

Job Information

Recruiter

ALBERTO K.K.

Job ID

1526675

Industry

Real Estate Fund

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 9 million yen

Work Hours

9:00-18:00

Holidays

土日祝日、年末年始、有給休暇 他

Refreshed

April 11th, 2025 13:02

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

外資系企業の日本オフィス立ち上げに伴いオフィスマネージャーを募集します。

下記のような業務をご担当いただく予定です。

コンフィデンシャル案件の為、詳しくはご面談にてお伝えさせていただきますが、

オフィスマネージャーにチャレンジしたい方、若手の方も歓迎です。

英語はSpeaking含め毎日使用する環境ですので、英語力を向上させたい方にも適しています◎

Finance & Accounting:

- Manage financial operations, including budgeting, expense control, and monthly reports on expenses.
- Oversee company banking transactions, including account management, payments, and reconciliation.

Human Resources & Payroll:

- Act as the main point of contact for payroll consultants, ensuring accurate and timely payroll processing.
- Support onboarding and employee matters such as annual leave, medical leaves, reimbursement and so on.

Legal & Compliance:

- Ensure timely submission of statutory filings and reports to relevant authorities.
- Liaise with legal consultants on corporate and operational legal matters.

Administration & Office Operations:

- Manage office leases, utilities, and suppliers to ensure smooth daily operations.
 - Implement and maintain office policies, procedures, and record-keeping systems.
- regulatory bodies.

Required Skills

- 6年以上の総務、人事、オフィスアドミン等のご経験
- ビジネスレベル以上の英語力（会話・メール・電話対応や書類の理解）
- 細かいことに気が付き、正確な業務ができる方

ご興味・ご質問がございましたら、担当の綿引（080-4462-7881、ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-1145-3094 or at ai@alberto-recruitment.com

Company Description