



## 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**

March 14th, 2025 16:10

## 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.

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## 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

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## Company Description