



Office Manager @ Global Company

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

採用企業名

Global Law Firm

求人ID

1255161

業種

その他

雇用形態

契約

勤務地

東京都 23区

給与

800万円 ~ 1000万円

更新日

2025年01月24日 02:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

-The Office Managing Partner (OMP) is responsible for the provision of a highquality and cost-efficient working environment that allows the partners and fee earners of the practices operating in that office to pursue the firm's strategy in this chosen market.

-The Office Manager (OM) supports the OMP by managing the physical environment of the office, leading the office services function and coordinating the support staff activities in the office to ensure that the operational side of the business runs smoothly and efficiently.

-SPECIFIC RESPONSIBILITIES AND TASKS WILL INCLUDE:

OFFICE SERVICES

- Lead the general office services team including reception staff and an administrator / dispatch officer
- Personnel leadership, recruitment and evaluation

- Budget responsibility for office service staff (e.g. library, reception, messenger, etc.)

Local Disaster Recovery Planning

スキル・資格

SKILLS AND EXPERIENCE

- Excellent written and oral communication skills in English and in Japanese, as well as cultural awareness (Western/Japanese)
- Ability to manage, coach and motivate teams
- Ability to build strong relationships and networks
- Ability to exert influence across functions and practices without direct management responsibility
- IT literate – especially in MS Excel
- Ability to lead a team and address potential conflict situations in a suitable manner
 - Organisation of travel services, including contracts with travel agencies and travel providers

FACILITY MANAGEMENT

- Responsibility for ongoing premises management, lease administration, space planning, fit-out, repairs
- Key contact for future space planning
- Management of external service providers, including tendering for and monitoring of service provision
- Management of internal (or external) office moves
- Responsible for overseeing room and facilities setup for office/BD events and outsourcing where necessary
- Organisation and quality management of office security, cleaning, supplies, etc.
- Responsible for the budget for facility related costs
- Key contact for emergency evacuation procedures; ensuring compliance with regulatory requirements and appointing fire wardens, coordinating training etc.
- Key contact Health & Safety within the office.
- Administration support of any locally provided accommodation to lawyers (company flats, furnished flats for secondees, etc.).

SECRETARIAL SERVICES

- Coordinate the secretarial team with individual secretaries reporting to assigned partners/team secretarial leaders
- Recruitment of new secretarial staff
- Ensure that evaluations are performed in line with policies
- Direct management of any evening secretarial resource

OTHERS

- Ensure effective communication between functions (e.g. FIN, IT, HR, BD) in the office, including regular meetings of local functional managers
 - Overall process optimisation
 - Ensure proper communication with regards to non-legal staff
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会社説明

エンワールドについて

エンワールドは、アジア太平洋地域7カ国を拠点に、スペシャリスト・管理職のリクルーティングサービスを提供しています。また、海外拠点との連携によりクロスボーダーリクルートメントでグローバル企業のサポートも可能にします。

エンワールド・ジャパンについて

エンワールド・ジャパンは、外資系企業や、グローバルな視点を持つ日本企業を対象に、業界専任コンサルタントと職種専任コンサルタントとの二軸からのキャリアコンサルティングにより、きめ細かいマッチングを可能にします。エンワールド・ジャパンは、金融、財務を専門分野とするウォールストリートアソシエイツとして1999年に設立されました。その後、多岐に渡る業界や職種においてサービスを展開、2010年にインターネットベースの採用ソリューションでは国内トップクラスである、エン・ジャパン株式会社のグループ会社となりました。

エンワールド・ジャパン株式会社
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About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

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