

Office Manager 

Small English speaking team

募集職種

人材紹介会社

株式会社SPOTTED

採用企業名

Spotted K.K.

求人ID

1340497

業種

人材紹介

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

有楽町線、 新富町駅

給与

300万円 ~ 500万円

勤務時間

10am-6pm

休日・休暇

20 days per year

更新日

2025年02月17日 20:48

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 (英語使用比率: 50%程度)

日本語レベル

ネイティブ

最終学歴

大学卒: 学士号

現在のビザ

日本での就労許可が必要です

募集要項

- Coordinate and organize office activities
 - Oversee stock of office supplies
 - Onboard new employees
 - Coordinate with external accountant on tax, social insurance and employment matters
 - Greet visitors at office
 - Process employee payslips and timesheets
 - Process invoices for payment
 - Send out invoices to customers
 - Coordinate inbound and outbound office mail
 - Support communication with external vendors
 - Support in scheduling meetings, restaurant reservations, interviews and transport
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スキル・資格

- Experience with administrative and clerical work
 - Strong communication and organizational skills
 - Friendly and upbeat demeanor
 - Native level Japanese, and fluency in English
 - Experience with Mac devices and Google Workspace preferred but not essential
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会社説明

At Spotted Recruit, we believe in entrepreneurs and share their passion for turning great ideas into reality.

Since 2016, our consultants have been helping tech startups and venture capital firms to build their business by finding highly qualified, highly motivated professionals for top Management and Executive positions, as well as strategic Sales, Engineering, Design, and Back Office roles.

During that time, we have expanded the scope of our firm to provide industry-leading contingency and retained search services to the entire Tech Startup Ecosystem — from the most innovative homegrown Japanese Tech Startups and pioneering Global Tech companies entering Japan, to visionary Venture Capital and Private Equity firms.

Japan is increasingly evolving into a supportive environment for global entrepreneurship. If you are looking for a new challenge, greater responsibility, and the chance to contribute more to the success of a business, we can help connect you to the most compelling opportunities in the startup ecosystem.

Spotted Recruit is dedicated to helping candidates with expertise in the tech and finance fields discover a more exciting career path. As we work to place you with a company that matches your experience and goals, we act as your consultant, coach, and negotiator. It is our aim to see each of the candidates we place find satisfaction, have a significant role to play, and be successful in their new position.