



【ドイツ本社】 Office Manager | ・パーソナルアシスタント・オフィスマネージャー・ホスピタリティー経験歓迎

オフィスオペレーション・ベンダー管理等を行う業務

募集職種

採用企業名

ARRI Japan KK

求人ID

1422190

業種

テレビ・ラジオ・映像・音響

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区, 大田区

最寄駅

東京モノレール羽田線、 天空橋駅

給与

450万円 ~ 550万円

勤務時間

フレックスタイム制 (基本9:00~18:00)

休日・休暇

完全週休二日制 (土日祝) GW、お盆休暇等

更新日

2024年06月28日 09:00

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

流暢

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Summary:

The Office Manager will manage, organize, coordinate office administration tasks and

procedures, ensure organizational effectiveness, improve efficiency, manage office supplies inventory, oversee and manage of subsidiary daily finances, human resource topics, office staff supervision, and ensure the safe operation of the office.

Responsibilities:

- Organising office procedures and operations
- Ensure office processes and procedures are well organized, design filing systems, plan and execute supply requisitions, clerical functions are properly assigned and monitored.
- Point person for office maintenance, mailing, supplies, equipment, bills and various errands.
- Working together with the Country Manager, plan, improve, implement, and monitor office policies by setting up procedures and standards to guide the operation of the office.
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances, and carrying out necessary corrections that may arise.
- Together with the regional Head of Finance, supervising and ensuring that transactions of any kind are clearly recorded, documented, and match with group practices and local regulations.
- Working in conjunction with the regional HR manager, providing local HR support in recruiting and training new staff, and provide guidance to staff, and managing internal staff relations.
- Together with the regional Marketing Manager, organize orientation and training of staff members.
- Coordinate with the regional IT department on managing office IT equipment.
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.
- Ensure security, integrity and confidentiality of office data.
- Manage executives' schedules, calendars and appointments.
- Participate actively in the planning and execution of company events.
- Handle general phone inquiries and assign them to related staff for follow-up.
- Provide general support to visitors.
- Maintain a safe and secure working environment.
- Any additional work-related requests by the company.

スキル・資格

- Diploma / Degree in Administration/Business Management
- Minimum 5 years' proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems and procedures
- Well-versed in Japan Employment Act, Pension, and taxation, etc.
- Good command of written and spoken English and Japanese in order to liaise with different entities
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint
- Good communication skills and ability to perform under stress
- Good time-management skills and ability to work in a fast-paced business
- Immediate available/short notice is preferred

会社説明

“Inspiring images. Since 1917.” ARRI is a global player within the motion picture industry, employing around 1,400 staff worldwide. Named after its founders August Arnold and Robert Richter, ARRI was established in Munich, Germany, where the headquarters is still located today. Other subsidiaries are in Europe, North and South America, Asia, and Australia.

The ARRI Group consists of the business units Camera Systems, Lighting, Rental, and Solutions, all dedicated to connecting creativity and future technologies for moving images. ARRI is a leading designer and manufacturer of camera and lighting systems for the film, broadcast, and media industries, with a worldwide distribution and service network. The portfolio includes digital cameras, lenses, camera accessories, archive technologies, lamp heads, and lighting accessories. Along with offering exclusive technologies, ARRI Rental's first-class services and equipment provide camera, lighting, and grip packages to professional productions around the world. ARRI Solutions offers high-quality virtual and traditional production infrastructure solutions and efficient, integrated workflows to a broad range of studio operators, producers, and enterprises.

In recognition of its innovative contributions to the film and television industries, ARRI has been honored with 19 scientific and technical awards from the Academy of Motion Picture Arts and Sciences and five Engineering Emmys from the Television Academy.

For locations and more information, please visit www.arri.com.