



## Office Manager / Senior Office Administrator

### 募集職種

#### 人材紹介会社

Cornerstone Recruitment Japan 株式会社

#### 採用企業名

Global distributor of semiconductors and electronic components

#### 求人ID

1446753

#### 業種

電気・電子・半導体

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月28日 03:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 日本語レベル

流暢

#### 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

#### 【JOB RESPONSIBILITIES】

- Handle office administrative tasks including office supplies, general affairs, payment settlement and administration reports etc.
- Coordinate for office activities and operations to ensure efficiency and compliance with the company policies.
- Support the Trading team for business meetings and travel arrangements.
- Prepare sales and related documents, reports and update the system as required.
- Maintain proper filing and documentation.
- Assist in ad hoc assignment.

**[REQUIREMENTS]**

- Higher diploma holder or above.
- At least 6 years of relevant experience, preferably from multi-national companies or large-scale organizations.
- Detail-oriented, proactive, independent, and self-motivated.
- Ability to work in a fast-paced environment and with multi-tasking skills.
- Excellent communication skills, problem solving and coordination skills.
- Proficient in MS Office, including Excel, Word and PowerPoint.
- Good command of both written and oral English and Japanese.

**会社説明**

**Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.**

Focusing across all sectors, we leverages the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

**Our Mission**

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

**Our Business Sectors**

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

**Our Services**

- **Contingency**

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

- **Retained**

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

- **Market Entry**

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.