

SPOTTED  
RECRUITTHE HOME OF STARTUP RECRUITMENT  
都内テクノロジー・スタートアップ企業の求人数

## 【Administrative Assistant】

## Silicon Valley Startup!

## 募集職種

## 人材紹介会社

株式会社SPOTTED

## 採用企業名

Silicon Valley Startup!

## 求人ID

1457045

## 業種

ソフトウェア

## 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

契約

## 勤務地

東京都 23区, 渋谷区

## 給与

時給制

## 時給

1600

## 勤務時間

40 hours per week

## 休日・休暇

Every weekend and national holidays

## 更新日

2024年11月19日 04:00

## 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

日常会話レベル (英語使用比率: 50%程度)

## 日本語レベル

ネイティブ

## 最終学歴

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

Our client is looking for an Administrative Assistant to support their day-to-day activities, this person will be in charge of overall administration and office management tasks (Including assisting executives). They have a very beautiful office with lots of friendly people from all over the world, this is a great opportunity for someone that wants to be part of an international and highly innovative company.

### Responsibilities:

- General support including schedule management and coordination of executive members and expense processing operations
- Coordination work with parent company and related companies
- Telephone and visitor correspondence
- Arranging meeting rooms
- Arranging and supporting domestic and international business trips for executives and team members
- Organizing and coordinating company events
- Inventory management and purchase of office supplies
- Receiving and sending mail and parcels
- Office organization and neatness
- Other general affairs

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### スキル・資格

#### Required Skills & Experience

- Experienced Executive Assistant, Office Management or General Affairs.
- Intermediate English proficiency
- Those who can proactively engage in support work for executive members and team members
- Able to work brightly, flexibly, and politely in a fast-paced and ever-changing environment.
- Demonstrate high communication skills and be able to proactively make proposals, pose problems, and solve problems.
- Able to carry out duties responsibly.
- Have the ability to take action to understand and learn business on their own initiative.
- Those who can use Office (Excel, Word, PowerPoint)

#### Conditions:

勤務地:東京都渋谷区

勤務形態:フルタイムのオフィス勤務

勤務時間: 9:00 – 18:00

休日:土・日、祝祭日、年末年始

初回契約期間: 3 か月、その後更新あり

時給 : ~1600円

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