



【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12月18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
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

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
