



外資法律事務所 Office administrator (Permanent employment)

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1463946

業種

法律事務所

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 半数

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 500万円

勤務時間

9 : 15 - 17 : 30 (flexibility may be required)

休日・休暇

[勤務日] 月～金、週5日

更新日

2024年07月12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

ビジネス会話レベル

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

Office Administrator

We are looking for a candidate who can provide a professional service as a general administration at this very well-respected international law firm in Tokyo. We offer a highly multicultural environment, and a friendly and supportive office culture.

RESPONSIBILITIES

- Answer our representative phones and transfer to the appropriate staff member, take and distribute accurate messages • Coordinate messenger and courier service (Sagawa, DHL, T-Serv) • Receive, sort and distribute incoming postal mail and

courier • Prepare outgoing mail • fax, scan and copy documents • Management of office filing and storage systems, including arrangements for the disposal of confidential documents • Update and maintain internal staff contact lists or seating chart • Organize travel arrangements for business services staff • Co-ordinate and organize office events • Monitor and maintain office supplies • Ensure office equipment is properly maintained and serviced • Perform work related errands as requested such as going to the post office and public offices • Keep office area clean and tidy • Facility management including office security systems • Support on dealing with IT vendors • Processing of invoices and reimbursement of expenses

- Updating operational manuals
- Supporting other department's administrative work on ad-hoc basis
- Back-up for reception staff
- Provides support to the office manager by locating and collecting information required for procurement activities, assisting with awareness-raising activities on sustainability and responsible business, and assisting with responding to various requests from the global team
- Support office managers in planning and holding APAC conference

スキル・資格

REQUIREMENTS

- Excellent communication skills
 - Native Japanese language skills
 - Business-level English language skills
 - Basic PC skill (word, excel, outlook, etc.)
 - At least 5-6 years' experience in general administration in a professional services firm is preferable. General administration experience in other business companies is also acceptable.
 - Team player and flexible attitude
 - Ability to work independently
 - Flexibility, Client focused
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会社説明