



## 【英語を活かせる】Billing Assistant / Secretary in Legal Company

## 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

1474138

## 業種

法律事務所

## 雇用形態

正社員

## 勤務地

東京都 23区, 千代田区

## 給与

450万円 ~ 500万円

## 勤務時間

Mon~Fri 09:15~17:30

## 更新日

2024年11月11日 04:00

## 応募必要条件

## 職務経験

1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

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

**Salary:** 4.5M to 5M annually (No bonus scheme)**Working Hours:** Monday to Friday, 9:15am to 5:30pm**Overtime:** Average overtime ranges from 0 to 15 hours per month and is excluded from salary calculations**Probation Period:** 6 months**Office Attendance:** During the probation period, 5 days are required in the office  
Afterward, a hybrid model of at least 3 days in the office will be implemented (subject to change)**Key Responsibilities:**

- Proficiency in numerical tasks and willingness to tackle new challenges

- Intermediate or above proficiency in Excel, including the ability to use basic formulas and understand formulas within templates
- Understanding of Lookup functions (VLOOKUP) and Math functions (SUMIF) to discern referenced data, even if unable to set them up independently
- Ability to format quotations as per team instructions
- Capability to input formulas outside of personal templates

**Language Proficiency:**

- Mid-level English proficiency is sufficient; high proficiency is not required
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## スキル・資格

1. **Numerical Proficiency:** Strong aptitude with numbers and comfortable handling various numerical tasks.
  2. **Excel Proficiency:** Intermediate or above proficiency in Microsoft Excel, including the ability to:
    - Use basic formulas such as SUM, AVERAGE, and IF statements.
    - Understand and apply Lookup functions (VLOOKUP) and Math functions (SUMIF).
    - Input formulas outside of personal templates.
    - Format data and documents effectively.
  3. **Adaptability:** Willingness to embrace new challenges and adapt to changing work environments or requirements.
  4. **Communication Skills:** Clear and effective communication skills, particularly in English, to collaborate with team members and follow instructions accurately.
  5. **Attention to Detail:** Meticulous attention to detail to ensure accuracy in tasks such as formatting quotations and inputting formulas.
  6. **Time Management:** Ability to manage time efficiently to meet deadlines and handle potential overtime hours.
  7. **Teamwork:** Capability to work collaboratively within a team environment, supporting colleagues and contributing to shared goals.
  8. **Problem-Solving Skills:** Capacity to identify issues, analyze situations, and propose solutions, particularly in the context of Excel tasks and formatting requirements.
  9. **Organizational Skills:** Strong organizational skills to manage workload effectively, prioritize tasks, and maintain productivity.
  10. **Commitment to Learning:** Desire to continuously improve skills and knowledge, particularly in the context of Excel proficiency and legal administrative tasks.
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## 会社説明