

【Office Manager】 Real Estate Investment

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1484563

業種

不動産仲介・管理

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 900万円

更新日

2024年07月10日 00:00

応募必要条件

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

ビジネス会話レベル

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

As an Office Manager, you will oversee office operations, manage facilities, and handle administrative tasks. You will also be the key point of contact for IT and security management.

Client Details

One of the worlds largest diversified real estate groups, excelling in integrated developments, shopping malls, lodging, offices, and residential properties. They are known for their commitment to sustainable growth and innovative solutions across their global operations.

Description

- Manage office facilities, ensuring a safe and efficient workplace.
- Receive visitors and handle incoming calls.
- Control office security cards and fire prevention measures.

- Oversee pantry, postal items, and membership management.
- Administer company seals and related documentation.
- Handle the purchasing process and manage the annual budget.
- Complete monthly payment administration for company expenses.
- Manage IT accounts, devices, and software licenses.
- Act as the IT contact person for the Japan office, coordinating with global support teams.

Job Offer

- Competitive salary and comprehensive benefits package.
- Access to professional development and training programs.
- Opportunities for career advancement within a global organization.
- Collaborative and inclusive work environment.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

スキル・資格

- Able to excel in a team environment not only as a individual.
- Proven office management experience.
- Business-level English with Native-level Japanese.
- Strong organizational and communication abilities, and adept at handling multiple responsibilities.

会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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