



【英語を活かせる】Assistant/Administrator @Medical Equip Manufacturer

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

1484607

業種

医療機器

雇用形態

派遣

勤務地

東京都 23区, 品川区

最寄駅

山手線、品川駅

給与

時給制

時給

2000円 + 交通費

勤務時間

9:00～17:30

更新日

2024年12月12日 05:00

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

ネイティブ

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

仕事内容：

Providing administrative assistance, such as writing and drafting memos, and preparing communications on the executive's behalf

- Providing administrative assistance to CLT(Country Leadership Team) members
- Support and assist with tasks and initiatives such as HR, General Affairs, etc.
- Translation and proofreading including large documentation such as internal training materials
- Interpretation from English to Japanese/Japanese to English in the meetings
- Performing minor accounting duties such as expense claims

- Organizing meetings and company events, including scheduling, sending reminders, and Organizing catering when necessary
 - Coordinating travel arrangements such as flights/hotel bookings, travel insurance arrangements for overseas business trips for all employees
 - Providing assistance to all visitors on travel arrangements including visa applications, hotel bookings, local transportations if necessary
 - Others, work related to tasks, requests from manager and assistant tasks for other teams etc.
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スキル・資格

- Advanced level of English and Native level of Japanese in communication
 - PC : MicroSoft365 (Word, Excel, PowerPoint, Outlook, Teams etc.)
 - High level of organizational/time management skills
 - Attention to detail
 - Ability to be proactive and take initiatives
 - Interpersonal skills
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会社説明