

【Assistant】 WFH/Flex opportunities

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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

1486054

業種

その他

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2024年07月12日 11:36

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

This role involves providing administrative support to one of the directors, assisting with research surveys and various projects by liaising with internal and external parties, managing documents, and coordinating events. Responsibilities also include handling travel arrangements, expense settlements, and maintaining organized filing systems.

Client Details

A Japanese non-profit organization, dedicated to promoting global peace and security through research, policy recommendations, and funding diverse projects. It focuses on peace building, maritime issues, international cooperation, social innovation, Japan-US relations, and women's empowerment.

Description

- Liaise with internal and external parties for smooth project execution.
- Prepare and manage documents, including approvals, contracts, and requests.
- Coordinate logistics for conferences, study groups, and receptions.

- Arrange travel details for the director, including transportation and accommodation.
- Maintain and organize information and filing systems for project documentation.

Job Offer

- 20 days annual leave plus one week Summer vacation.
- Work in a environment with highly intelligent and knowledgeable individuals.
- An environment where English usage is required on the daily.
- Support for working parents and those with young children.
- Free lunch In the office up-to 9000 yen per month.

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

- Mentally Strong with a great work ethic.
- Strong verbal and written skills both in English and Japanese.
- Proactive and strong willed with a high sense of initiative.
- Attention to detail and accuracy handling documents and logistics.
- A Strong passion for nature and Islands is favourable.

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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