



Specialist Business Operations

スタートアップやベンチャーのマインドがある方の方が、カルチャーフィットしやすい...

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

某有名外資ファーマ

求人ID

1486604

業種

医薬品

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

650万円 ~ 900万円

勤務時間

08:00 ~ 17:00

休日・休暇

【有給休暇】有給休暇は入社時から付与されます 初年度 10日 1か月目から 【休日】完全週休二日制 土 日 祝日 GW 夏季休...

更新日

2024年08月01日 03:00

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

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

【求人No NJB2241302】

[Team Coordination]

- ・ Efficiently manage and assist coordinating schedules for the other teams aligning engagements with our strategic objectives effective cross functional collaboration.
- ・ Prepare and handle materials for meetings and cross functional activities ensuring confidentiality and alignment with our pioneering vision.

- Act as a key liaison for the other teams facilitating communications with internal teams external partners and stakeholders.

[Office Management]

- Maintain Office Operations: Ensure the smooth running of daily office operations by managing office supplies equipment and facilities. This includes overseeing the office budget to ensure costeffective management of resources and adherence to financial policies.
- Vendor and Service Provider Management: Liaise with vendors and service providers to negotiate contracts manage relationships and ensure timely delivery of services and supplies.
- Workspace Optimization: Design and maintain an efficient and productive workspace that fosters collaboration and innovation.
- Health and Safety Compliance: Ensure the office complies with health and safety regulations by conducting regular checks and promptly addressing any issues.
- Site onboarding: Assist HR with the onboarding process for new hires ensuring they have the necessary resources and information to integrate smoothly into the team on the site.

[Technology Integration]

- Leverage AI tools and technologies to streamline workflows and improve team collaboration.
- Stay updated on emerging technologies and recommend solutions to enhance operational efficiency.

[Basic Project Coordination]

- May assist in the planning and organization of key projects ensuring tasks are completed on time and align with organizational goals

[Report to] Country General Manager

スキル・資格

- Bachelor's degree in Business Administration Communications or a related field.
- Minimum of 5 years of experience in an executive support role with proven abilities in office management and corporate communications.
- Proficiency in MS Office Suite office management software and digital communication platforms.
- Strong organizational time management and multitasking skills with the capacity to prioritize tasks effectively.
- Excellent communication abilities capable of handling complex scenarios and sensitive information with discretion.

会社説明

ご紹介時にご案内いたします