

**【英語必須】 オフィスマネージャー・秘書****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

1490864

業種

電力・ガス・水道

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

時給

2200円 + 交通費

勤務時間

9:00~18:00

更新日

2024年08月16日 19:27

応募必要条件**職務経験**

3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

日本での就労許可は必要ありません

募集要項

Closest Station: Tokyo Station

Job Type: Haken

Hiring Background: increase personnel

Department: Office Management and Communication

Working Hours: Mon~Fri 9:00~18:00

Working environment: Young company looking to grow their team in Japan

Job Contents:

Executive Assistant Duties:

- Manage Co-Head of Japan's schedule, including arranging meetings and appointments.
- Expenses and travel management
- Meeting arrangement with external clients/visitors for Co-Head of Japan

Office Manager Duties:

- Oversee facilities planning and coordinate the supportive services for the office such as visitors' registration, mail distribution, courier and building pass access.
- Responsible for the safe keeping of office equipment, warranty period and servicing.
- Manage stationery and pantry supplies efficiently and support the efficiency of the workplace by adopting Go Green initiatives and minimizing wastage.
- Organize meetings of the assigned department including booking of meeting rooms, VC facility and refreshments when required. Arrange travel booking when required.
- Verifying invoices relating to general office - stationery, couriers, travel etc. before forwarding to Finance for payment.
- Ordering of business cards, festive gifts, flowers for special occasions when required.
- Consolidation of monthly activity reports from departments and distribution to the floor.
- Facilitate and administer other office duties as needed
- Coordinate external events/exhibitions
- Arrange office events, such as offsite meetings and events

Personality of Co-Head of Japan

- Driven individual looking to expand her team
- Moves fast and clear with her expectations from her team
- Comes into the office everyday
- Japanese Female who speaks fluent English

会社説明