

## Finance Administrative Assistant

## Finance Administrative Assistant

## 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

1491874

## 業種

アセットマネジメント

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

400万円 ~ 550万円

## 勤務時間

9:00 - 17:30

## 更新日

2024年08月29日 17:59

## 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

日常会話レベル

## 日本語レベル

流暢

## 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 primarily involves supporting business units with various administrative tasks, including preparing instructions for payments, organizing documents, and arranging schedules. The position also requires close communication with team members and departments to ensure the smooth progress of tasks, along with responsibilities such as document delivery, meeting room bookings, and general team assistance.

## Client Details

The client is a real estate development, investment, capital, and property management company with a diverse portfolio that spans office, retail, logistics, industrial, residential, and lodging assets globally. With a strong presence in Asia, Europe, and the United States, The client focuses on delivering consistent returns through its integrated real estate strategy of acquiring, managing, and enhancing high-quality properties.

## Description

- Follow instructions from the Asset Manager to prepare and stamp contracts or payments for vendors via Trust Bank's

- online system.
- Work with the Finance Manager to prepare and stamp contracts or payments for vendors through the Accounting Service firm's online system.
- Help with document tasks, like checking names, addresses, and signing official papers (contracts, agreements, notices).
- Handle the delivery, sending, and receiving of documents between Trust Bank, the Accounting Service firm, vendors, tenants, lawyers, and internal teams.
- File important documents, including notes for Trust Bank, APEX (Accounting Service firm), insurance papers, construction-related documents, bank statements, and trust financial statements. Also, handle any other documents as needed.
- Organize meeting rooms, book restaurants, and arrange travel for HQ and Japan-based staff.
- Provide general administrative support and help to team members as needed.

**Job Offer**

Social insurances

Commuting fee

Bonus

Paid annual leaves

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Renz Ishikawa at +81 3 6832 8600.

---

**スキル・資格**

- College or University degree in any related discipline
- At least 5 years of working experience
- Proficiency in Microsoft office (Word, Powerpoint, Excel)
- Ability to think outside the box

---

**会社説明**

The client is a real estate development, investment, capital, and property management company with a diverse portfolio that spans office, retail, logistics, industrial, residential, and lodging assets globally. With a strong presence in Asia, Europe, and the United States, The client focuses on delivering consistent returns through its integrated real estate strategy of acquiring, managing, and enhancing high-quality properties.