

Urgent hiring for Office Manager/HR - Financial Services

Office Manager/HR - Financial Services

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

1493503

業種

証券

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 800万円

更新日

2024年09月09日 12:15

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

This position primarily provides general office management support as well as HR and Finance Support.

Client Details

As a prominent player in the financial industry, this company is recognized for its innovative approach to online trading and investment services. With a focus on providing user-friendly platforms and advanced financial tools, it caters to the diverse needs of investors in the digital age.

Description

- Support the HR Lead in all daily HR operations for the Japan office, including reimbursement of expenses.
- Assist in the coordination of all recruitment activities and interview arrangement.
- Provide admin support to all office related matters including facilities management.
- Help out in all onboarding and offboarding processes.
- In charge of monitoring the movement and tenure of employees.
- Data entry and filing of documents as needed.
- Any other ad-hoc duties as required.

Job Offer

- Work-life-balance
- Wide range of learning and development opportunities
- Collaborative and inclusive work culture
- Flex time is available

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

スキル・資格

- More than 3 years of relevant experience in a similar position
 - Able to multi-task effectively, and is independent but also a strong, good team player.
 - Excellent communication and interpersonal skills.
 - Strives in a fast-paced environment and works well under pressure and tight deadlines.
 - English (business level) and Japanese (native level)
 - Regular attendance at the office
 - Enjoys engaging in teamwork with a positive and constructive attitude.
 - Proficient in MS office and Excel.
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会社説明

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