

【Administrative Assistant】 2 days WFH/flex time

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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

1493540

業種

小売

雇用形態

正社員

勤務地

千葉県

給与

300万円 ~ 400万円

更新日

2024年09月09日 17:27

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

無し

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

As an Administrative Assistant, ensure accurate product set up, and provide administrative support to the quality assurance team. You will manage product data, communicate with key stakeholders, and assist with day-to-day administrative tasks.

Client Details

A well-established company in the retail sector, offering a stable and collaborative work environment. They pride themselves on fostering professional growth, valuing clear communication, and ensuring operational excellence in all areas. This is an excellent opportunity to work for a leader in their field without compromising work-life balance.

Description

- Input and validate product information in relevant systems with 100% accuracy.
- Ensure vendor data aligns with the buying team's information, including costs, delivery dates, and specifications.
- Validate product data, complete approvals, and issue SKN numbers post-final product inspection.
- Assist in maintaining documentation and support overall quality assurance operations.

Job Offer

- 2 days work from home.
- Flex time.
- Opportunities for Career progression.
- 15 days paid leave first year.

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

- Native level Japanese is required.
 - Strong proficiency in Microsoft Excel, Word, PowerPoint, and other office tools.
 - Detail-oriented with good communication skills and a collaborative approach.
 - A background in retail is a plus, but not required.
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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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