



【即日可能・長期予定】HRGA 時給2000円

#### 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

1494346

##### 業種

日用品・化粧品

##### 会社の種類

中小企業 (従業員300名以下)

##### 雇用形態

派遣

##### 勤務地

東京都 23区

##### 給与

時給制

##### 時給

2000円 + 交通費

##### 勤務時間

09:30~18:00

##### 更新日

2024年09月12日 18:19

#### 応募必要条件

##### 職務経験

1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

日本での就労許可が必要です

#### 募集要項

- Provide day-to-day administrative support to help HR and office teams run efficiently
- Office facilities management (building management, consumables order...)
- Mail service management – handling deliveries and customer visitor duties
- Invoice processing via SAP for HR, office and employee related costs
- Printing material order and control
- Ceremonial arrangements processing (wedding, funerals, new store openings...)
- Employees personal data management and organization
- Ensure that security measures are implemented and followed by all employees
- Office cleaning management through third party vendor

- Company care maintenance (parking, ETC, insurance...)
  - HR and procurement related support
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#### スキル・資格

- Microsoft Office software knowledge; Outlook, Excel, PPT etc.
- Familiarity with phone systems
- SAP experience is not necessary, considered a nice to have
- Ability to handle pressure and strong time management skills is a must

#### Candidate Profile

- 2+ years of relevant working experience in an administrative, HR or coordinator role, or similar
- Excellent communication skills
- Fluency in Japanese and English is mandatory; must be able to read, speak and write fluently in both languages

WFH 2/week

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#### 会社説明