

【Administrative Assistant - ¥4~6M】

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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

1503614

業種

その他（コンサルティング・土業）

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 600万円

更新日

2024年11月15日 18:26

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

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Join a fast-growing company as an Administrative Assistant, playing a key role in business growth. Work closely with the Japan Manager to ensure organizational efficiency and effectiveness.

Client Details

Our client is a dynamic and rapidly expanding company that has recently entered the Japanese market. They offer a collaborative and innovative work environment, providing opportunities for professional growth and development.

Description

- Manage and maintain a well-organized office environment, including supplies and facilities.
- Provide comprehensive administrative support, including scheduling meetings, managing calendars, and arranging travel.
- Serve as the primary contact for internal and external communications, handling inquiries via phone, email, and in person.
- Assist in the creation, formatting, and distribution of documents, reports, and presentations.

Job Offer

- International and collaborative working environment
- Located in central Tokyo with good work life balance

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

スキル・資格

- Bilingual in English and Japanese
 - Experience in an administrative or secretarial role.
 - Proficient in MS Office Suite (Word, Excel, PowerPoint) and other office software.
 - Collaborative and proactive mindset, with the ability to work independently and as part of a team.
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会社説明

Our client is a dynamic and rapidly expanding company that has recently entered the Japanese market. They offer a collaborative and innovative work environment, providing opportunities for professional growth and development.