



【完全在宅・即日可能・長期派遣】アシスタント @フード&ビバレッジ

#### 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  
1509570

業種  
食品・飲料

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  
経験考慮の上、応相談

時給  
2000円 + 交通費

更新日  
2024年12月11日 17:03

#### 応募必要条件

職務経験  
3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 (英語使用比率: 50%程度)

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

##### Language Requirements:

- English Skills: Advanced level (must be comfortable speaking and writing in English)
- Japanese Skills: Native speaker

##### PC Skills:

- Proficient in Microsoft Outlook (email and scheduling)
- Skilled in Microsoft Word and Excel
- Ability to calendar coordination

##### Key Responsibilities:

1. Administrative Tasks:

- Manage and process expenses accurately and on time
- Handle social insurance-related documentation and procedures
- Support financial tasks, including basic bookkeeping and report generation
- Processing visas for employees coming from overseas

2. Onboarding Support:

- Assist in the onboarding process for new hires, including documentation and system setup

3. IT Support Coordination:

- Act as a liaison for IT-related support, ensuring smooth communication

4. General Office Support:

- Perform general administrative duties to support the team and ensure efficient office operations

Desired Qualifications:

- Previous experience in administrative or office assistant roles in hospitality or food and beverage is preferred
- Strong organizational and time-management skills as this role is fully remote
- Detail-oriented with the ability to handle multiple tasks simultaneously
- Excellent communication skills and a proactive attitude

Work Environment:

- Fast paced and dynamic environment within the food and beverage industry
- Requires flexibility to adapt to shifting priorities and support diverse operational needs
- Opportunity to collaborate with cross-functional teams in a vibrant and everevolving sector

---

会社説明