

MichaelPage

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Global Office Manager

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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

1510762

業種

自動車・自動車部品

雇用形態

正社員

勤務地

東京都 23区

給与

900万円 ~ 1200万円

更新日

2024年12月12日 14:37

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

We are seeking a highly skilled and motivated Office Manager to oversee and streamline operations at our Tokyo headquarters. This is a unique opportunity to work in a dynamic, international environment where you will play a key role in supporting smooth office operations and contributing to organizational success.

Client Details

We are a globally recognized leader in innovation and excellence, dedicated to creating solutions that shape the future of mobility. With a legacy of engineering expertise and a commitment to sustainability, we strive to deliver products and services that enhance the lives of people around the world.

Description

- Manage and maintain office facilities, ensuring a professional and efficient working environment.
- Oversee general office operations, including vendor relationships, maintenance, and supplies.
- Collaborate with global teams to align office operations with company-wide standards and initiatives.
- Coordinate with external service providers to manage contracts and procurement activities.
- Serve as a primary point of contact for internal and external stakeholders for office-related matters.
- Promote a positive and inclusive workplace culture by organizing events and initiatives.

Job Offer

- Competitive compensation package.
- Career growth and professional development opportunities.

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

- Proven experience in office management, preferably in an international or multinational organization.
 - Strong organizational and problem-solving skills with the ability to prioritize effectively.
 - Excellent communication skills in both Japanese and English (business level).
 - Proficient in Microsoft Office Suite and other relevant tools.
 - Ability to work collaboratively with diverse teams and adapt to changing priorities.
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会社説明

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