



Office of the Executive Director (OED) Assistant "NEW"

募集職種

採用企業名

国際熱帯木材機関

求人ID

1511986

業種

その他

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

神奈川県, 横浜市西区

最寄駅

みなとみらい線駅

給与

700万円 ~ 経験考慮の上、応相談

勤務時間

9:30-17:45

休日・休暇

Japanese holidays/Christmas/Muslim holidays

更新日

2024年12月26日 09:06

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: 75%程度)

日本語レベル

ビジネス会話レベル

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

Office of the Executive Director (OED) Assistant

The vacant position is as below:

Level(Grade):GS5

Duty Station:

International Organizations Center 5F Pacifico-Yokohama, 1-1-1 Minato-mirai, Nishi-ku, Yokohama, Japan

Date of Entry on Duty:

1 March 2025~

Duration of Assignment:

Fixed term one year renewable contract thereafter

Deadline for application: 24 January 2025

▽ **DUTIES AND RESPONSIBILITIES** ▽

Under the direction and supervision of the Executive Director:

- Provide a broad variety of administrative tasks that include drafting and preparing official correspondence, managing the Executive Director's schedule, completing expense claims/reports, arranging detailed travel plans, itineraries and agendas and compiling documents for meetings;
- Manage the Executive Director's appointment schedule and calendar by planning and scheduling business and personal meetings, conferences, teleconferences, as well as coordinating and booking travel arrangements;
- Support the Executive Director in preparing for meetings including preparation of meeting materials, drafting notes/minutes at physical/virtual meetings, monitor meeting progress, conduct follow-up as necessary and draft necessary correspondence;
- Remind and keep the Executive Director well informed of upcoming commitments and responsibilities and following up appropriately;
- Be attentive to daily mail/e-mails addressed to the Executive Director/Office of the Executive Director, alert the Executive Director promptly on matters needing immediate attention, and file appropriate documents accordingly;
- Manage timely communications going from the Office of the Executive Director upon instructions from the Executive Director;
- Answer and direct phone calls, and appropriately relay important information promptly and effectively;
- Welcome expected visitors and for unexpected visitors, identify the purpose of their visit before directing them to the Executive Director or other relevant division;
- Manage sensitive matters with total confidentiality and discretion;
- Assist in the administration of personnel/human resource matters;
- Conduct necessary research into specific matters as directed by the Executive Director;
- Support the Sessions of the Council and Associated Sessions of the Committees and Working Groups; and
- Perform any other duties as may be assigned from time to time.

スキル・資格

QUALIFICATIONS AND EXPERIENCE:

- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese.
- Must be a national of an ITTO Member Country;
- Suitable university degree;
- More than three years of relevant professional experience in assisting high management executives in other organizations;

SALARY:

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the ITTO Staff Regulations and Rules.

APPLICATION:

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent no later than 24 January 2025.

Please note that only applicants who are short-listed will be contacted.

*The Executive Director reserves the right to make this appointment at a different level than advertised.

会社説明