

MichaelPage

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## 【Administrative Operations 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

1515794

## 業種

その他（メーカー）

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

700万円 ~ 900万円

## 更新日

2025年01月16日 15:39

## 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 an experienced and proactive Administrative Operations Manager to oversee and optimize the daily operations of our Tokyo office. The ideal candidate will play a key role in creating an efficient and collaborative workplace environment, ensuring smooth administrative operations, and supporting the needs of a dynamic and innovative team.

## Client Details

A global company dedicated to advancing exploration and innovation in space. With offices in key international locations, our team is on a mission to pioneer cutting-edge technologies, support sustainable development beyond Earth, and create new opportunities for humanity.

## Description

- Manage and maintain office facilities, ensuring a safe, clean, and productive environment.
- Coordinate with internal teams to organize company events, meetings, and travel arrangements.
- Act as the primary point of contact for general administrative inquiries and office operations.
- Support onboarding and offboarding processes for employees, including desk setups and IT coordination.

**Job Offer**

- Opportunity to work with a pioneering space exploration company.
- Dynamic, international, and collaborative work environment.

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.

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**スキル・資格**

- Proven experience in office management or a similar administrative role.
  - Excellent organizational and multitasking skills with strong attention to detail.
  - Proficiency in Microsoft Office Suite and familiarity with office management software.
  - Strong communication skills in both English and Japanese (business level).
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**会社説明**

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