

MichaelPage

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International 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

1515972

業種

その他（不動産・土木建設）

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1000万円

更新日

2025年01月20日 15:03

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

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

Are you an experienced professional looking to step into a dynamic role where your organizational skills and leadership can shine? A leading multinational real estate company is seeking an Office Manager to join its Tokyo team. This is a unique opportunity to work in a fast-paced, globally connected environment where innovation and excellence are at the forefront of everything we do.

Client Details

We are a globally recognized real estate company known for our innovative approach, sustainability initiatives, and a commitment to creating exceptional spaces. Our Tokyo office plays a pivotal role in managing high-profile projects and supporting operations across the region.

Description

- Oversee all aspects of office administration, including facility management, vendor coordination, and office supplies.
- Provide support to various departments, including scheduling, event planning, and ensuring seamless communication.

- Ensure compliance with company policies and local regulations, and drive initiatives to improve operational efficiency.
- Cultivate a positive office culture by organizing events and initiatives that enhance employee satisfaction.

Job Offer

- Competitive Salary with great working benefits
- Opportunities for professional development and advancement within a global organization.

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 or a similar role, preferably within an international organization.
 - Proficiency in English and Japanese
 - Strong leadership and communication skills to manage cross-functional teams and external stakeholders effectively.
 - Proficiency in Microsoft Office Suite; experience with office management software is a plus.
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会社説明

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