

MichaelPage

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## Office Manager - Global Financial Services Firm

## Office Manager - 12M

## 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

1516571

## 業種

アセットマネジメント

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

1100万円 ~ 1200万円

## 更新日

2025年01月21日 13:29

## 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

流暢

## 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

This key leadership role oversees office operations and general affairs for a Tokyo-based office, ensuring efficiency, compliance, and alignment with global business goals. The position involves managing daily operations, leading a significant relocation project, and driving team performance.

## Client Details

The firm is a global organization recognized for its innovation, collaboration, and operational excellence. They offer an exciting opportunity to lead impactful initiatives in a professional, forward-thinking environment.

## Description

- **Oversee Operations:** Manage office operations, facilities, and general affairs.
- **Lead Projects:** Drive the successful execution of a relocation project.
- **Develop Teams:** Manage and support a team of staff to achieve departmental goals.
- **Improve Processes:** Identify and implement process improvements for greater efficiency.
- **Collaborate:** Foster productive relationships across teams and external partners.
- **Ensure Excellence:** Deliver high-quality support services while managing risks and costs.

## Job Offer

- Competitive compensation tailored to experience and contributions.
- A unique opportunity to lead a transformative relocation project.
- Professional development in a collaborative, global environment.
- In charge of several projects cross countries

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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## スキル・資格

- Experience in a professional Office Manager role, including 5+ years in a management role.
  - Strong event management experience.
  - Bilingual in Japanese and English, with strong verbal and written communication skills.
  - Proven experience in team leadership, project management, and operational optimization.
  - Skilled in vendor negotiations, business analysis, and process improvement.
  - Experience in global organizations with a proactive and results-driven mindset.
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## 会社説明

The firm is a global organization recognized for its innovation, collaboration, and operational excellence. They offer an exciting opportunity to lead impactful initiatives in a professional, forward-thinking environment.