



## Workplace specialist/administrative coordinator

### 募集職種

人材紹介会社  
ALBERTO株式会社

求人ID  
1517145

業種  
その他

雇用形態  
正社員

勤務地  
東京都 23区

給与  
400万円 ~ 500万円

更新日  
2025年01月24日 14:02

### 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

日本語レベル  
ネイティブ

最終学歴  
高等学校卒

現在のビザ  
日本での就労許可が必要です

### 募集要項

A prestigious firm is looking for an individual who can provide a professional service as a facility officer. Offering a highly multicultural environment, and a friendly and supportive office culture.

Responsibilities include but not limited to:

- Answer the representative phones and transfer to the appropriate staff member, take and distribute messages
- Assist and coordinate with internal and external events/conferences
- Management of office filling and storage systems, including arrangements for disposal of confidential documents
- Support on dealing with IT vendors
- Manage workflow for operations team to ensure the execution of front office services is accomplished efficiently and accurately

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スキル・資格

- Full-time
- Monday to Friday, 9:15am to 5:30pm
- Due to the nature of the work, basically working at the office every day
- At least 3 years' General administration experience in a foreign company (not receptionist) \* B to B
- Basic PC skills

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会社説明