



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03月21日 07:00

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

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

会社説明