



PR/086564 | Administrative Assistant

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1517573

業種

不動産仲介・管理

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年01月28日 10:35

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

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

RESPONSIBILITIES

Office Administration

- Handle general inquiries and greet visitors.
- Maintain office and kitchen supplies.
- Manage conference room schedules.
- Coordinate meetings, events, and travel arrangements.
- Assist with administrative tasks and expense processing.
- Update office asset lists and assist with invoice payments.

System and IT Support

- Provide IT helpdesk support and escalate issues.
- Maintain computer and network security.
- Perform routine maintenance on office tech.
- Manage IT onboarding/offboarding.
- Keep IT inventory updated and prioritize projects.

Other & Miscellaneous

- Perform special projects as assigned.
- Care for office plants and manage snack inventory.
- Maintain ethical standards and good communication.
- Ensure a clean and safe working area.

REQUIREMENTS

- Minimum 3+ years of office administration at a corporate level of environment.
- IT-related assistance or support including any other system experience.
- Excellent written and verbal communication skills in English and Excel.
- Versatile ability as an office generalist and working independently and being proactive.
- Excellent time management skills and the ability to prioritize work.
- High proficiency in the use of technology, especially office computers, software, system, and equipment.

SALARY

Salary should be stated as an annual range (e.g., USD 60,000 - 70,000).

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

#LI-JACUS #LI-US #countryUS

会社説明