

MichaelPage

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Office Manager - Global Investment Firm

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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

1521326

業種

プライベートエクイティファンド・ベンチャーキャピタル

雇用形態

正社員

勤務地

東京都 23区

給与

750万円 ~ 1200万円

更新日

2025年02月07日 18:44

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

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

A global investment firm is seeking an Office Manager to oversee daily operations, facilities, vendor management, and compliance for its Tokyo office. This is a critical role ensuring smooth office functions, supporting business operations, and enhancing workplace efficiency.

Client Details

The client is a top-tier global investment firm with a strong presence in Tokyo. They offer a fast-paced, collaborative environment where high-performing professionals thrive. With a reputation for excellence, they provide the opportunity to work with international teams and drive impactful operational improvements.

Description

- Manage office operations, including procurement, space planning, and facility upkeep
- Oversee vendor relationships, lease agreements, and service contracts
- Ensure health, safety, and regulatory compliance in the workplace
- Coordinate administrative support for meetings, events, and visiting staff
- Streamline office processes and lead special projects to enhance efficiency

Job Offer

- Comprehensive benefits package.
- A supportive and professional work environment in the heart of Tokyo.
- Opportunities for professional growth and development within the financial services industry.
- A stable and secure role within a globally recognized firm.
- Collaborate with cross-functional teams and drive meaningful improvements in a professional and engaging environment

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

スキル・資格

- Office management or administrative experience
 - Strong organizational skills with the ability to multitask and problem-solve
 - Proficiency in Microsoft Office and office management tools
 - Knowledge of local health, safety, and compliance regulations
 - Fluent in Japanese and English, with excellent communication skills
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会社説明

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