

MichaelPage

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Team Assistant - Renewable Energy

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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

1522595

業種

石油・エネルギー

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 650万円

更新日

2025年02月19日 14:12

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

流暢

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

We are seeking a highly organized and proactive Team Assistant to provide comprehensive administrative and operational support. This role requires strong communication skills, attention to detail, and the ability to multitask effectively in a fast-paced environment.

Client Details

We are a dynamic and innovative company in the energy sector, committed to driving sustainable solutions and operational excellence. Our team is dedicated to fostering a collaborative work environment that supports efficiency, growth, and industry leadership.

Description

- Provide administrative support to the team, including scheduling meetings, managing calendars, and handling correspondence.
- Coordinate travel arrangements, expense reports, and logistical support for team members.

- Support event planning, including meetings, workshops, and company gatherings.
- Manage office supplies and liaise with vendors and service providers as needed.
- Handle other administrative tasks as assigned to facilitate efficient office operations.

Job Offer

- Opportunity to work in a dynamic and growing industry.
- Collaborative and inclusive work environment.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

スキル・資格

- Previous experience in an administrative or team assistant role, preferably in a corporate setting.
- Proficiency in English and Japanese
- Strong organizational and multitasking abilities with keen attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other business applications.

会社説明

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