

MichaelPage

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【General Affairs Manager】 full Flex

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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

1523114

業種

ビジネスコンサルティング

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21日 18:00

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

日常会話レベル

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

Take charge of the General Affairs department, overseeing legal, real estate, compliance, and facility management. This standalone role will later expand with additional staff support.

Client Details

This company is a global leader in engineering and IT consulting, helping businesses in aerospace, automotive, and telecom. It works with clients worldwide to develop new technology and improve their systems. Focused on innovation, it supports companies in making smarter, more advanced solutions.

Description

- Manage general affairs, including legal, real estate, and compliance.
- Oversee Board of Directors and shareholder meetings.
- Lead internal regulatory management and government licensing processes.
- Supervise facility management and insurance contract renewals.
- Support legal operations and internal compliance initiatives.

Job Offer

- Two bonus per year, rewarding performance.
- Potential for promotion to senior management.
- Direct impact on post-merger operations and company growth.
- Tokyo-based position in an established organization.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

スキル・資格

- 3+ years in general affairs or a related field.
 - Strong Microsoft Office skills.
 - Preferred: Fire & disaster prevention or health management certification.
 - Experience in legal operations is a plus.
 - Native level Japanese and English conversation level or above.
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会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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