

MichaelPage

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[Office Coordinator] - Global Business Services

[Office Coordinator] - 6M

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

1526776

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

500万円 ~ 600万円

更新日

2025年03月17日 16:17

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

You will create, execute and facilitate high-quality, on-brand experience within Tokyo office. This will be achieved by supporting the needs of office's internal project teams as well as managing the experience of external clients.

Client Details

The company is a leading global executive search and leadership advisory firm. With a focus on helping organizations identify and develop top leadership talent, the firm offers strategic guidance and expertise in executive recruitment and leadership consulting across various industries.

Description

- Serve as first point of contact with external customers
- Support internal and external events (e.g., team offsites, business development events, etc.) including scheduling, booking meeting space, coordinating catering and managing logistics
- Edit, print, scan and bind documents as needed
- Managing mailing list distribution and selection
- Delivery of gifts for internal recognition as well as external partners
- Office supply management - stocking pantry, office-related communications with landlord

- Office-related administrative work, e.g. Timesheet summary, first contact for vendors including invoices, filing office documentation
- Designated office safety officer

Job Offer

- Good work-life-balance with flexibility
- A supportive work environment
- Opportunities for professional development and growth
- Comprehensive benefits package.

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

- Experience in General Admin role, such as an Office Manager/Administrator, in a foreign-affiliated office environment.
- Welcome basic knowledge of HR/Finance/IT
- Proactive problem solver, strong business judgement, detail orientation and interpersonal skills.
- Ability to prioritize, manage, and balance a variety of project responsibilities effectively, efficiently and accurately
- Strong communication skills in Japanese (Native level speaker) and English (Upper Business level speaker)
- Strong proficiency in MS Office, Excel and PowerPoint.

会社説明

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