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総務部マネージャー - Leading Investment Group

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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

1527656

業種

投資銀行

雇用形態

正社員

勤務地

東京都 23区

給与

1200万円 ~ 1400万円

更新日

2025年03月18日 17:31

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 oversee office operations, facilities, and vendor management for a confidential global company in Tokyo. This role is ideal for a proactive leader who thrives in managing office administration, compliance, and business continuity planning.

Client Details

The company is a leading global financial services firm with a strong presence across Asia and international markets. Renowned for its dynamic and collaborative environment, the company provides a comprehensive range of investment and capital market services. With a commitment to innovation and operational excellence, it offers employees the opportunity to grow and thrive in a fast-paced, multicultural setting.

Description

- Oversee office access control, mobile device management, and procurement.
- Manage vendor contracts, lease renewals, and office maintenance.
- Arrange travel, accommodation, and hospitality for executives.
- Ensure compliance with business continuity planning and internal audits.
- Handle budget planning, expense tracking, and procurement processes.
- Organize internal events and manage staff welfare initiatives.

Job Offer

- Work in a prestigious global company with strong career prospects.
- Be the key driver of office efficiency and business continuity.
- Competitive salary package with great benefits.

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

- 15+ years of experience in office administration or operations management.
 - Strong leadership and problem-solving skills with a proactive mindset.
 - Experience collaborating with senior leadership teams.
 - Proficiency in budget planning and reporting.
 - Fluency in Japanese and business-level English.
 - Disaster and Fire Prevention Certification is a plus.
 - Previous experience in finance is advantageous.
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会社説明

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