

MichaelPage

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Workplace Coordinator - Global Financial Services Firm

正社員 Workplace Coordinator

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

1529155

業種

投資銀行

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2025年03月26日 17:39

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

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

In this role, you will work closely with the Office Manager to ensure seamless office operations, deliver excellent visitor experiences, and maintain a well-functioning workplace.

Client Details

The company is a prestigious financial services firm with a strong global presence. They offer a collaborative and inclusive environment, valuing employee growth and development. This is a fantastic opportunity to join a well-established organization known for its professional excellence.

Description

- Provide a warm and professional welcome to clients and visitors.
- Manage meeting room setups, hospitality, and equipment.
- Assist with office-related administrative tasks and events coordination.
- Conduct regular office inspections to ensure cleanliness and functionality.
- Support new joiner orientation and onboarding.
- Oversee meeting room bookings and monitor visitor management systems.
- Liaise with building management for facility maintenance and safety compliance.

- Assist with invoice management, verifying accuracy and reporting discrepancies.
- Contribute to sustainability and employee wellbeing initiatives.

Job Offer

- Work in a prestigious financial services environment.
- Opportunities for professional development and growth.
- Competitive compensation 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 guest services, reception, or hospitality
 - Fluent in Japanese with good command of English.
 - Proficient in Microsoft Office, particularly Excel.
 - Personable, proactive, and committed to delivering excellent service.
 - Strong problem-solving skills with meticulous attention to detail.
 - High levels of professionalism and discretion.
 - Ability to work collaboratively and contribute positively to team discussions.
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会社説明

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