

**MichaelPage**

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**Senior Admin Officer - Global Energy****Senior Admin - Global Energy****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**

1532289

**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**

500万円 ~ 700万円

**更新日**

2025年04月14日 15:25

**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**

We are seeking a highly organized and proactive Senior Administrative Officer to support day-to-day operations in a fast-paced and dynamic environment within the energy industry. This role is ideal for someone with strong administrative experience, excellent communication skills, and a hands-on approach to problem-solving.

**企業情報**

We are a forward-thinking company driving innovation and sustainability in the energy sector. With a commitment to excellence, we provide reliable and responsible energy solutions that support the transition to a low-carbon future. Our diverse and collaborative team works across regions and functions to create impactful results for our customers, partners, and communities.

**職務内容**

- Provide high-level administrative support to senior management and department heads
- Coordinate schedules, meetings, travel arrangements, and expense reporting

- Support office management tasks such as vendor coordination, supplies procurement, and facilities oversight
- Liaise with cross-functional teams to ensure smooth operational processes
- Maintain documentation and filing systems in compliance with company standards
- Manage confidential information with discretion and professionalism

#### 条件・待遇

- Competitive salary and benefits
- A chance to contribute to the transition toward a more sustainable energy future

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

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#### スキル・資格

- Proven experience in administrative or office management roles, ideally in international or fast-paced corporate environments
  - Native-level Japanese and business-level English proficiency (both spoken and written)
  - Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
  - Excellent organizational, time-management, and multitasking abilities
  - Strong attention to detail and a proactive, solution-oriented mindset
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#### 会社説明

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