

MichaelPage

www.michaelpage.co.jp

【General Affairs/Event Planner】 3 days WFH**【GA/Event Planner】 3 days WFH****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

1534890

業種

その他（IT・インターネット・ゲーム）

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 800万円

更新日

2025年04月23日 16:21

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

日本での就労許可は必要ありません

募集要項

Join as a proactive General Affairs and Event Coordinator to manage office operations and support company events. This role involves handling facilities, vendor management, office supplies, and coordinating internal events to enhance employee engagement.

Client Details

A global IT distributor and solutions provider, supporting over 150,000 customers in more than 100 countries. The organization connects top tech brands with businesses to drive innovation and growth.

Description

- Oversee daily office operations, including facilities management and supply inventory.
- Coordinate with vendors and service providers for office maintenance and logistics.
- Plan and execute internal events, meetings, and company celebrations.
- Support administrative tasks such as travel arrangements, expense processing, and documentation.
- Foster a positive and efficient work environment through proactive support and communication.

Job Offer

- Opportunity to take leadership and manage a committee.
- Career pathway.
- Working with top-tier technology vendors and customers gives employees hands-on experience and insight into the fast-paced tech industry.
- 3 days Work from home.

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

- Fluency in Japanese (native level) with the ability to communicate in conversational English.
- Experience in coordinating internal events is considered an advantage.
- Previous experience in back office operations, general affairs, or a related administrative function is preferred.
- Demonstrates leadership qualities or a strong willingness to take on new challenges and responsibilities.

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.

URL: <https://www.michaelpage.co.jp/en>