

**募集職種**

求人ID: 107115
職種タイトル: オフィスマネージャー・Office Administration Manager 800万円～1000万円
人材紹介会社: 株式会社イーエスアイ
部署名: Administration
会社の種類: 外資系企業
外国人の割合: 外国人 半数
勤務形態: 正社員
勤務地: 東京23区
給与情報: 800万円以上
日付: 2008年11月05日 10:03

応募必要条件

勤務年数: 6年以上
キャリアレベル: 中途経験者・マネージャーレベル
英語: 流暢
日本語: ネイティブ
学歴: 短大卒：準学士号
現在のビザ: 日本国籍、または日本での就労許可が必要です

募集要項

- *Office Administration Manager
- *Executive Assistant to American President
- *English-speaking environment
- *Office within an office system
- *Strong international team
- *M&A environment - dynamic and fun
- *Good salary and full benefits

The work environment is that of an M&A (an American take-over of a company within the Fuji Baking Group) so it is dynamic but also with tasks not limited to the Admin role; the office will work together as a close team and expand according to the business plan for the new company. This role is essential to the success and smooth operation of the new office. The work place is currently in Tokyo Marunouchi and the budget is 8-10M+. The company being acquired has about 1,000 employees but this position is for the American side of the merger so it is an "office within an office".

Within time the office location will move from Marunouchi to Ichikawa-shiohama 20 minutes east.

Being part of a start-up and particularly an M&A is both exciting and rewarding but flexibility will be a key asset. This “company within a company” is very attractive as it provides a small working environment with the stability of a very large organisation.

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スキル・資格

- * Similar experience 5+ years - Office Administration, Executive Assistant, Secretarial
- * Creative and flexible individual
- * Strong communication skills, both in English and Japanese
- * Willingness to learn
- * Excellent organisational skills
- * Knowledge of Japanese business etiquette
- * Strong Team Player

会社概要

ESI is a management consulting firm specialising in executive search and selection. Our services are performed on a strictly confidential basis for both our clients and the candidates, in order to assure high professional and ethical standards. Thanks to the quality of our services, we currently enjoy working relationships with numerous Fortune 500 companies, in addition to leaders in several industries.