

秘書 Secretary for the World ' s Finest Serviced Office

仕事ID: 32024
職種タイトル: 秘書 Secretary for the World ' s Finest Serviced Office
企業名: Servcorp Japan K.K.
仕事の形態: 正社員
部署名: .
勤務地: Tokyo, 東京都
給与: 300 荳 - 450 荳
固定給+ボーナス
勤務時間: Monday to Friday 8:30 am - 5:30 pm
休日・休暇: Saturday, Sunday and public holidays plus annual leave
最終更新日: 2008年09月02日
職務経験: 1年以上
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 : 有
スキル・資格: *Good command of MS Office(Word, Excel, Powerpoint, Outlook)
*Typing skills
*English skills at business level are required to work with our International prestigious clientele
*Pro-active work attitude and organizational skills
*a big smile and happy to work with a motivated young team

募集要項: You will be working in our motivated young team in one of our prestigious locations in Central Tokyo. You will be representing our international clientele as their corporate secretary in a top city environment.

Full training provided
International travel within 2 years
Growth opportunities within the company.
Great Bonus opportunities.

Secretarial tasks such as creating business letters, presentation material, arranging meetings, hotel bookings, flight bookings, creating database, translation, telephone, typing and more. You will have the chance to advance into a more senior role if you desire and have the ability.

会社紹介: Servcorp is the World ' s finest serviced office provider. Recognized market leader in Japan with now 18 offices, it continues to hire Japanese team members to join this successful expanding corporation.

For more than 30 years we have provided businesses with immediate access to the

infrastructure of a multinational company in a 5 star environment. Fully furnished offices in the best CBD addresses supported by superior IT and communications facilities and a multilingual support team to ensure that Servcorp clients succeed in their business.

Servcorp is located in the following cities:

Tokyo, Osaka, Nagoya, Paris, Brussels, Dubai, Bahrain, Hong Kong, Chengdu, Beijing, Shanghai, Bangkok, Kuala Lumpur, Singapore, Mumbai, Hyderabad, Auckland, Wellington, Sydney, Adelaide, Brisbane, Canberra, Melbourne and Perth.

For more information on the company go to www.servcorp.net or www.servcorp.co.jp