



募集職種

求人ID:	47472
職種タイトル:	Receptionist
企業名:	Ascendant Business Solutions K.K.
勤務形態:	正社員
部署名:	Administration
勤務地:	東京23区
路線 / 最寄駅:	Hlroo, Shirokanetakanawa
給与情報:	経験考慮の上、応相談
日付:	2008年08月22日 10:57

応募必要条件

英語:	ビジネス会話レベル
日本語:	ネイティブ
学歴:	中・高等学校卒
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

Ascendant Business Solutions receptionist provides professional reception services effectively, including attending our clients' enquiries in a responsive and pleasant manners. In addition, as a part of the Administration team, he/she also provides administrative support for the office.

< Job Description >

- Attend visitors, maintain conference rooms and serve refreshments
- Take in-coming calls to the main number and forward calls and enquires to appropriate persons
- Maintain reception area pleasant and presentable
- Manage mails and deliveries
- Support Administration team
- Maintain stationeries and office supplies
- Provide miscellaneous office support

< Qualifications >

- 1-2 years work experience
- Business level English / Native Japanese skills
- Positive, out-going & cheerful person
- Cooperative and can-do attitude
- Polite and professional manners
- Knowledge of basic business manners

会社概要

Welcome to Ascendant Business Solutions.

A Professional Accounting & Business Process Outsourcing (BPO) Solution provider, and an innovative Business Advisory & Consulting company, located in the heart of the busy down-town business district of Shibuya, Tokyo.

Our Team of consultants, including many bi-lingual CPAs, CAs, ACCAs, Tax Experts, Payroll Professionals and Legal Facilitators assist both large multi-national clients and new to market start-ups with many of their legal and business operating requirements as well as their accounting and other back-office functions.

With large and measurable efficiency and profitability gains becoming obvious when non-core processes are outsourced, we are clearly in a strong position going forward and believe we are well able to add-value to progressive organizations wishing to make the most of their Japan investment. Infact we view our client relationships as partnerships, as we work closely with them on many aspects and issues to achieve their ultimate business and operational goals.

Delivering our services through 4 main functional divisions, we are truly able to become a full-service outsourcing solution provider to our partner-clients.

These service categories are defined as:

-) Accounting / Finance / Tax / SOX 404 / Interim Financial Management / Business Advisory
-) Human Resources & Payroll
-) Legal Administration
-) Back-Office Admin

Because our Japan market knowledge is so deep and wide-ranging, we 're also often called upon to provide more than just the routine back-office processing roles usually associated with a traditional outsourcing vendor. Consistently and increasingly our clients are calling upon our professional team for strategic consulting advice and to run certain processed based improvement projects, further assisting them to help drive their business forward in a precise and intelligent way - a rare talent in a BPO firm. This professional and value-add ability helps define our corporate culture and thinking, and continues to set us apart from, and above our competitors.

Ascendant Business Solutions allows companies, whatever their size, industry, scope or goals, to free up their time and energies and allows them to turn their attention to the more important strategic issues. Allowing clients to focus on their core strengths by utilizing our core strengths.

Ascendant Business Solutions team of more than 60 professionals and support staff (currently from more than 15 different countries) is a trusted partner to over 150 clients.

Become one of our Team today and share in our ongoing success.

Ascendant Business Solutions offers truly challenging, diverse and fast-paced roles, where you can really be part of and contribute in a large and measurable way to the Tokyo business world, and have alot of fun at the same time too.

Thank you for considering Ascendant Business Solutions as your next career step.

We look forward to hearing from you soon!