

Receptionist

仕事ID: 47797
職種タイトル: Receptionist
企業名: Ascendant Business Solutions
仕事の形態: 正社員
部署名: Administration
勤務地: 港区, 東京都
給与: 応相談、経験による
最終更新日: 2008年07月30日
職務経験: 無し
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: 学歴不問
現在のビザ: 日本での就労許可：有
スキル・資格:

募集要項:

RECEPTIONIST:

アセンドント・ビジネス・ソリューションズ株式会社は、ビジネス・プロセス・アウトソーシングサービス（主に財務・会計、法務、人事、事務）及びコンサルティングにおいて、画期的に成長を続けている会社です。アセンドント・ビジネス・ソリューションズ株式会社は世界各国の多様な業種の顧客にプロフェッショナルなサービスを提供しています。

&lt;職務概要&gt;

- ・ 訪問者対応（会議室の整理、飲み物のサービス等含む）
- ・ 電話対応
- ・ 受付エリアの美化、整理整頓、雰囲気作り
- ・ 郵便物の配布、宅急便の管理
- ・ アドミニストレーション業務のサポート
- ・ 文具用品の発注・管理
- ・ その他オフィスサポート業務

<応募資格>

- ・ 社会人経験 1 年以上
- ・ ビジネスレベルの英語力
- ・ 電話対応・来訪者対応など基本的ビジネスマナーへの理解
- ・ 接客業務への適正
- ・ 明朗快活で前向きな方
- ・ 協調性のある方
- ・ 礼儀正しく、プロ意識の高い方

会社紹介:

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 process 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!