

## Office Manager

仕事ID: 61546  
職種タイトル: Office Manager  
企業名: Anaheim University  
仕事の形態: 正社員  
部署名: Liaison Office  
勤務地: Minami Aoyama, Minato-ku,, 東京都  
給与: 応相談、経験による  
最終更新日: 2008年04月23日  
職務経験: 3年以上  
英語レベル: ネイティブ  
日本語レベル: 日常会話レベル  
最終学歴: 大学院卒：修士号/博士号  
現在のビザ: 日本での就労許可：有  
スキル・資格: Computer skills  
Communication skills in English & Japanese  
MBA a plus

募集要項: Motivated, responsible, highly effective and results-oriented individual wanted to work as Office Manager for Tokyo liaison office of Anaheim University. Responsibilities include management of recruitment, seminars, events and Tokyo student support activities, and reporting to U.S. administration.

会社紹介: Anaheim University is a pioneering online institution of higher learning, founded in Orange County, California in 1996. The University currently offers an Online Masters degree in Teaching English to Speakers of Other Languages (MS TESOL) as well as an Online Global Master of Business Administration (MBA) degree and a Professional MBA degree. With its administrative offices located in the city of Anaheim, the University hosts a state-of-the-art High Definition Digital Film and Editing Studio for live online broadcasting and online learning resource creation in Irvine, California. In addition, the Anaheim University Akio Morita Learning Center's classroom facilities, located in the Minami Aoyama area of Minato-ku, Tokyo offers local support services for students in Japan. The University, through its state-of-the-art computer-mediated learning environment, provides opportunities for students around the globe to interact with the most renowned experts in their fields allowing them to both further their knowledge and advance their professional skills in a user-friendly and interactive environment.