

## Office Assistant (Osaka branch of Australian Company)

<u>仕事ID:</u>	86651
<u>職種タイトル:</u>	Office Assistant (Osaka branch of Australian Company)
<u>企業名:</u>	Servcorp Japan K.K.
<u>仕事の形態:</u>	正社員
<u>部署名:</u>	.
<u>勤務地:</u>	Osaka, 大阪府
<u>給与:</u>	250 荳 - 350 荳 固定給+ボーナス
<u>勤務時間:</u>	Monday to Friday 8:30 am - 5:30 pm
<u>休日・休暇:</u>	Saturday, Sunday and public holidays plus annual leave
<u>最終更新日:</u>	2008年06月23日
<u>職務経験:</u>	無し
<u>英語レベル:</u>	日常会話レベル
<u>日本語レベル:</u>	ネイティブ
<u>最終学歴:</u>	専門学校卒
<u>現在のビザ:</u>	日本での就労許可：有
<u>スキル・資格:</u>	

募集要項: Osaka branch of a succesful Australian company is expanding and looking for dynamic Office Assistants to perform general office duties for our prestigious International Clientele. Your daily tasks include: mail delivery, courier arrangements, meeting arrangements, welcoming clients, office and beverage supplies, photocopy, general administration tasks as well as taking care of the presentation of our prestigious offices.

You will be working within a highly motivated young team of professionals.

Your welcoming and warm personality will be most appreciated.

会社紹介: Servcorp is the World ' s finest serviced office provider and recognized market leader in its field with 75 offices in over 11 countries worldwide. For more then 25 years we have provided corporations with immediate access to the corporate infrastructure of a multinational in a 5 star office environment: access to fully furnished offices supported by superior IT and communcations facilities and multilingual team to help our clients succeed in their business. Our clients can use our office facilities in Tokyo, access an office when they travel to Hong Kong, Sydney or Paris, use a boardroom in Osaka and access our business support facilities through our international staff. Our business is rapidly expanding in Japan and today we operate 14 locations in Tokyo, 2 in Osaka and 2 in Nagoya.  
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