

Admin Specialist - Outsourcing / IT Team

<u>仕事ID:</u>	93510
<u>職種タイトル:</u>	Admin Specialist - Outsourcing / IT Team
<u>企業名:</u>	BIOS, LINC Media Inc.
<u>仕事の形態:</u>	正社員
<u>部署名:</u>	BIOS
<u>勤務地:</u>	Tokyo, 東京都
<u>給与:</u>	応相談、経験による
<u>勤務時間:</u>	9-6
<u>最終更新日:</u>	2008年08月27日
<u>職務経験:</u>	1年以上
<u>英語レベル:</u>	ビジネス会話レベル
<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>	Preferred Knowledge and interest:

- ? Understanding of the basic concepts of HR
- ? Understanding the importance of being a primary contact point for on-site staff
- ? Having a general interest in Information Technology and gaishikei companies

募集要項: LINC Media BIOS is now accepting applications from bilingual candidates to join our multinational outsourcing team as an Administration Specialist.

The ideal candidate is someone who is organized and who understands the routine administrative operations of an outsourcing department or IT department. Experience working in multinational & bilingual environments is a plus.

While it is not necessary, candidates that have some administrative experience working with outsourcing staff or a prior knowledge of IT are preferred. Anyone with a clear understanding of hakken, HR, office administration and has experience communicating with IT industry vendors and client representatives to ensure that administrative matters operate smoothly and in accordance with client requests and standards are highly encouraged to apply.

Responsibilities Include:

- ? Generate, process and submit monthly timesheets, O/T payment and expense invoices to clients for outsourcing staff
- ? Track Sick, Late and Holiday Claims for staff.
- ? Plan and support outsourcing staff during short-term and long-term housing relocations
- ? Coordinate with managers and HR for new hires
- ? Contact clients to discuss invoicing process and other admin related matters

- ? Generate, process and submit monthly invoices for the outsourcing division related services
- ? Prepare service orders requests for renewal
- ? Maintain and manage outsourcing department records (both electronic and paper filing)
- ? Answering telephones
- ? Translating Documents from English-Japanese & Japanese-English to assist managers or engineers for company related material
- ? Research information related to outsourcing and client needs based on requests from managers
- ? Escalate urgent matters and incidents to appropriate staff and managers
- ? Critique systems and routine process for more efficient and effective work flow standards

会社紹介:

LINC Media was founded in 1996 by current CEO and President Terrie Lloyd to support foreign firms trying to enter Japan. In the ensuing years, the company grew into a full-fledged media firm with an English-language business magazine, recruiting service and bilingual technical support service.

The system integration division of LINC Media, BIOS provides multilingual technical consulting, integration, and support services all along the IT Spectrum. The business consultation division of LINC Media offers service such as market research, PR, office setup, recruiting, etc., as well as providing information and responding to enquiries from clients regarding the Japanese market.