



Job Information

Job ID:	77939
Job Title:	オフィスアシスタント- Office Assistant (Nagoya branch of multinational company)
Company Name:	Servcorp Japan K.K.
Job Type:	Full-time
Location:	Aichi Prefecture
Salary:	3 million yen 4 million yen
Salary Bonuses:	Bonuses paid on top of indicated salary.
Work Hours:	Monday to Friday 8:30 am - 5:30 pm
Holidays:	Saturday, Sunday and public holidays plus annual leave
Date:	September 16th, 2008 10:03

General Requirements

Career Level:	Entry Level
English:	Daily Conversation
Japanese:	Native
Education:	Bachelor's Degree
Visa Status:	Japanese national or permission to work in Japan required

Job Description

Nagoya branch of a successful 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.

Required Skills

- *Basic English or Intermediate English
- *Microsoft Office (Beginners or intermediate level)
- *Big smile and happy to work with a motivated young team

Company Description

SERVCORP World 's Finest Serviced Office Provider

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オフィスアシスタント- Office Assistant (Nagoya branch of multinational company)

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詳しくは弊社ホームページをご覧ください。 www.servcorp.net