



企業受付 某有名外資ITサービス会社

某有名中国のIT系ユニコーン会社になります。

## Job Information

### Hiring Company

[Drake Business Services Japan K.K.](#)

### Subsidiary

企業受付 某有名外資ゲーム会社 7時間勤務！

### Job ID

1386372

### Industry

Temp Agency, Outsourcing

### Company Type

International Company

### Non-Japanese Ratio

Majority Non-Japanese

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Shibuya-ku

### Salary

3 million yen ~ 4 million yen

### Work Hours

10:00~19:00

### Holidays

土日祝

### Refreshed

May 12th, 2025 16:22

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Mid Career

### Minimum English Level

Business Level (Amount Used: English usage about 50%)

### Minimum Japanese Level

Fluent

### Minimum Education Level

Technical/Vocational College

### Visa Status

Permission to work in Japan required

## Job Description

- 館内バッジ配布、QRコード発行、出張者を含む来訪者への案内業務

- 受付電話の受付・応対
- システム上の在庫リスト管理、事務用品の購入・配布サポート
- 名刺の発注と配布
- 従業員バッジの配布、セキュリティチームへのバッジ発行と入退室管理のサポート
- 遺失物の管理
- 駐車場の勧めと、必要に応じて社内駐車場リクエストのサポート
- 保管庫管理（保管庫と廊下の両方を整理整頓し、物を置かないようにする。）
- イベントサポート（スペースの設営、ベンダーのチェックイン・チェックアウトのサポート、必要に応じてアシストやアテンド）。
- 必要に応じてパントリーサービスのサポート
- 管理システムを通じて、ワークプレイスに関する要望を受け、解決する。
- 必要に応じて、温度調整（AC換気）の要請について管理する。
- 机のレイアウト変更などのミーティングサポート
- マザーズルームと授乳室の巡回と片付け。
- 会議室、備品、家具を含む来客エリアの清潔保持

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- Building badge distribution, QR code issuance and giving a guidance information to visitors including business travellers
  - Receiving and answering reception phone calls
  - Manage the inventory list on the system and support on purchase and distribution of office supplies
  - Business cards ordering and distribution
  - Employee badge distribution and support to security team for badge issuance and access control
  - Managing lost and found items operation
  - Parking recommendations and supporting internal parking requests when necessary
  - Storage management (keep both the storage and corridor tidy and free of stuff, functional the space, inventory control-Admin consumables check in/check out)
  - Event support (Set up the space, Vendor check-in & out support, assist and attend if necessary)
  - Swag and other gift distribution for employees as part of event support
  - Pantry service support as required
  - Receiving and resolving the workplace requests via admin system.
  - Liaise with clients on requests for temperature adjustment (AC ventilation) where necessary
  - Assist in the implementation of Industry Best Practice operations
  - Set up SOPs and maintain to the latest version
  - Meeting support such as desk layout change
  - Patrolling and tidying up Mother's room and Nursing room
  - Keep clean in visitor areas including meeting rooms, equipment and furniture

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## Required Skills

- 英語と日本語の両方で、顧客組織のあらゆるレベルの人々と効果的にコミュニケーションをとることができる。
  - 顧客の期待と納期に関する第一線の対立を解決できる。
  - 顧客サービス重視の姿勢
  - 積極的で前向きな姿勢
  - チームプレーヤー
  - 優れた対人能力およびコミュニケーション能力（守秘義務および外交への理解を含む）
  - ペースの速い環境で働き、期限を守る能力
  - クライアントシステムを使用できる方
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- Able to effectively communicate with any level of person in a client organisation in both English and Japanese
  - Able to resolve first line conflicts regarding customer expectation and delivery
  - Customer service-oriented attitude
  - Proactive and positive attitude
  - Team player
  - Excellent interpersonal and communication skills, including understanding for the use of confidentiality and diplomacy
  - Ability to work in a fast-paced environment and meet deadlines
  - Able to use client system

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## Company Description

Drake Business Logistics is an exclusive Asia-Pacific representative of Swiss Post Solutions, supporting a diverse clientele with people, process, and technology solutions across the information logistics chain.

With a presence spanning six global finance sectors, our story began in 2012 with a partnership between two leading global brands – Drake International and Swiss Post Solutions.

With a century of combined expertise, Drake Business Logistics is uniquely positioned in our market as a vendor-neutral partner capable of driving innovation and efficiency across all facets of the information management lifecycle.

With a guiding objective of efficiency through alignment of process and technology, Drake Business Logistics takes on complete management of non-core business functions to reduce cost whilst freeing your internal resources.

Drake Business Logistics is recognized as the market leader in each region we operate – growing our presence beyond Australia to encompass the Philippines, Japan, Korea, Singapore, and Taiwan.