



【ドイツ本社】 Office Manager | ・ パーソナルアシスタント ・ オフィスマネージャー ・
ホスピタリティー経験歓迎

オフィスオペレーション・ベンダー管理等を行う業務

Job Information

Hiring Company

ARRI Japan KK

Job ID

1422190

Industry

TV, Radio, Media

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Ota-ku

Train Description

Tokyo Monorail Haneda Line, Tenkubashi Station

Salary

4.5 million yen ~ 5.5 million yen

Work Hours

フレックスタイム制（基本9:00～18:00）

Holidays

完全週休二日制（土日祝）GW、お盆休暇等

Refreshed

April 26th, 2024 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Summary:

The Office Manager will manage, organize, coordinate office administration tasks and

procedures, ensure organizational effectiveness, improve efficiency, manage office supplies inventory, oversee and manage of subsidiary daily finances, human resource topics, office staff supervision, and ensure the safe operation of the office.

Responsibilities:

- Organising office procedures and operations
- Ensure office processes and procedures are well organized, design filing systems, plan and execute supply requisitions, clerical functions are properly assigned and monitored.
- Point person for office maintenance, mailing, supplies, equipment, bills and various errands.
- Working together with the Country Manager, plan, improve, implement, and monitor office policies by setting up procedures and standards to guide the operation of the office.
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances, and carrying out necessary corrections that may arise.
- Together with the regional Head of Finance, supervising and ensuring that transactions of any kind are clearly recorded, documented, and match with group practices and local regulations.
- Working in conjunction with the regional HR manager, providing local HR support in recruiting and training new staff, and provide guidance to staff, and managing internal staff relations.
- Together with the regional Marketing Manager, organize orientation and training of staff members.
- Coordinate with the regional IT department on managing office IT equipment.
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.
- Ensure security, integrity and confidentiality of office data.
- Manage executives' schedules, calendars and appointments.
- Participate actively in the planning and execution of company events.
- Handle general phone inquiries and assign them to related staff for follow-up.
- Provide general support to visitors.
- Maintain a safe and secure working environment.
- Any additional work-related requests by the company.

Required Skills

- Diploma / Degree in Administration/Business Management
- Minimum 5 years' proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems and procedures
- Well-versed in Japan Employment Act, Pension, and taxation, etc.
- Good command of written and spoken English and Japanese in order to liaise with different entities
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint
- Good communication skills and ability to perform under stress
- Good time-management skills and ability to work in a fast-paced business
- Immediate available/short notice is preferred

Company Description

"Inspiring images. Since 1917." ARRI is a global player within the motion picture industry, employing around 1,400 staff worldwide. Named after its founders August Arnold and Robert Richter, ARRI was established in Munich, Germany, where the headquarters is still located today. Other subsidiaries are in Europe, North and South America, Asia, and Australia.

The ARRI Group consists of the business units Camera Systems, Lighting, Rental, and Solutions, all dedicated to connecting creativity and future technologies for moving images. ARRI is a leading designer and manufacturer of camera and lighting systems for the film, broadcast, and media industries, with a worldwide distribution and service network. The portfolio includes digital cameras, lenses, camera accessories, archive technologies, lamp heads, and lighting accessories. Along with offering exclusive technologies, ARRI Rental's first-class services and equipment provide camera, lighting, and grip packages to professional productions around the world. ARRI Solutions offers high-quality virtual and traditional production infrastructure solutions and efficient, integrated workflows to a broad range of studio operators, producers, and enterprises.

In recognition of its innovative contributions to the film and television industries, ARRI has been honored with 19 scientific and technical awards from the Academy of Motion Picture Arts and Sciences and five Engineering Emmys from the Television Academy.

For locations and more information, please visit www.arri.com.