



企業受付 / Receptionist ※外資系金融機関担当 ※大手町駅直結です

スイス大手の金融機関が職場です ※制服あります

Job Information

Hiring Company

Drake Business Services Japan K.K.

Job ID

1469144

Division

総務

Industry

Temp Agency, Outsourcing

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

3 million yen ~ 4 million yen

Work Hours

シフト制 ※早番 8時15分~17時15分, 遅番 9時~18時 ※残業・夜勤無し

Holidays

完全週休二日制（土日祝）

Refreshed

May 8th, 2025 09:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

★アピールポイント

- ・来客や電話対応で英語が活かれます
- ・制服あります

- ・ 残業・夜勤無し
- ・ 初年度から有給休暇10日＋傷病休暇5日付与

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企業受付 / Receptionist ※スイス大手金融機関担当※

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Receptionist:

The person profile will be someone with 1-3 years of primarily Receptionist work experience. The candidate should have easy approach and good team player personality and proactive on communication, familiar with PC skills particular with MS Outlook. Business English communication skills is required.

Specific responsibilities include, but are not limited to:

- Work at Reception desk and greet visitors including proper registration
- Answer & handle incoming phone calls in good manner
- Act as first point of contact to visitors and staff and assisting their needs and requests
- Maintain cleanliness & tidiness of reception area and pantry when needed
- Manage meeting room bookings
- Assist with set up and catering from meetings/conference/events and help on tidiness and cleanliness when needed afterwards
- Serve beverages to visitors when requested
- Receiving, sorting, and redirecting daily emails
- Receive and process incoming and outgoing mail and courier consignments

Required Skills**Required skills :**

- Reception and telephone service
- English conversation (email, business calls, etc.)
- Basic PC operation (mainly e-mail, input to conference room reservation system)

Company Description