

JUST LEGAL

【Office Manager】社内公用語英語/オフィスマネージャー経験優遇/事業成長・組織拡大に貢献

外国人と日本人が共同経営する弁護士専門人材紹介会社/週1リモート可/残業ほぼなし

Job Information

Hiring Company

[Just Legal K.K.](#)

Job ID

1473791

Industry

Recruitment Agency

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Chiyoda Line, Akasaka Station

Salary

5 million yen ~ 9 million yen

Refreshed

May 9th, 2024 10:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

オフィスマネージャーの枠に囚われず、マーケティングやIT、人事、総務、FMなど、経営チームのビジネスパートナーとしてお仕事に臨んでいただける方を募集いたします。
プロアクティブな方、ソリューションプロバイダーとしてのマインドを持った方、歓迎です。

■外国人と日本人が共同経営するダイバーシティ溢れる職場環境

- リモート制度有、英語力を活かしながらプライベートと両立できる環境です
- 弁護士、コンプライアンス・オフィサーの転職サポートで圧倒的知名度を誇る専門エージェンシー

Just Legal is a leading legal & compliance headhunting company. We are a trusted partner to corporations and professional services firms in Tokyo.

Established in 2014, we have strategic affiliations in key markets such as London, Dubai, Singapore, Hong Kong, and New York.

Job Summary:

Just Legal is seeking an office manager who can play a crucial role in ensuring the smooth operations of our growing business. This position involves overseeing administrative activities, managing office resources, and providing support to various stakeholders in our business.

Responsibilities:

- Coordinate and oversee day-to-day administrative activities, such as scheduling appointments, managing calendars, and maintaining office supplies.
- Oversee admin budget, employee expenses, and financial records, ensuring compliance with company policies and procedures.
- Develop and implement office policies, procedures, and systems to optimize efficiency and productivity.
- Serve as the main point of contact for internal and external stakeholders, handling inquiries, resolving issues, and providing exceptional customer service.
- Maintain and update office records, files, and databases, both electronic and physical.
- Coordinate and assist with office space planning, including managing office layouts, equipment, and maintenance.
- Organize and oversee office events, meetings, and conferences, including logistical arrangements, catering, and technology setup.
- Implement and maintain security protocols, including access controls, visitor management, and emergency procedures.
- Support HR functions, such as onboarding new employees, managing employee records, and assisting with recruitment processes.
- Collaborate with managers to foster cross-functional communication and coordination.
- Stay updated on industry trends and best practices in office management, suggesting improvements and implementing changes when necessary.

【当社について/満足度が高く業界内でも圧倒的な知名度を獲得】

2014年にカナダ人、ニュージーランド人、日本人の3人が設立した弁護士専門人材紹介会社です。

3人は外資系人材紹介会社で実績を積んでおり、金融機関、法律事務所、製薬業界、IT業界などに太いパイプを持っています。

ビジネス内容は、評価の高い弁護士やコンプライアンス・オフィサーを探し出してアプローチし、クライアント企業へ紹介するというものです。

人脈や知識が重要になる人材業界において、15年以上法務コンプライアンス業界に特化した人材エージェントを展開しており圧倒的な人脈と知識を保有し、高い知名度があります。

アクティブに活動している求職者だけでなく、転職潜在層へのアプローチも継続することで、最適な方をクライアント様へご紹介しています。

Required Skills

Requirements:

- Proven experience as an office manager or in a similar administrative role. Experience working in the recruitment industry is a plus.
- Excellent organizational and multitasking skills, with the ability to prioritize tasks and meet deadlines.
- Strong leadership and interpersonal skills, capable of supervising and motivating a team.
- Proficient in using office software and equipment, such as Microsoft Office Suite, email systems, and office automation tools.
- Strong communication skills, both written and verbal.
- Attention to detail and a high level of accuracy in performing tasks.
- Ability to handle sensitive and confidential information with discretion.
- Problem-solving and decision-making abilities, with a proactive and resourceful approach.
- Knowledge of basic accounting principles and budgeting.
- Familiarity with health and safety regulations in Japan.
- Bachelor's degree or higher
- Fluent English and native or near-native Japanese

【勤務地】

東京本社（東京都 港区）

最寄駅：東京メトロ 千代田線 赤坂駅 徒歩1分

喫煙環境：屋内全面禁煙

※基本的な方針は毎週水曜日が全員リモート、それ以外はオフィス勤務となりますが、必要に応じて上長と相談してリモート可能です。

Company Description