

【英語を活かす】シニアアドミンアシスタント/ Senior Administrative Assistant

不動産・投資運用会社にて、シニアアドミンアシスタントの求人がございます。

Job Information**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

不動産・投資運用会社

Job ID

1545007

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 5.5 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

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General Requirements**Career Level**

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

An international real estate and investment management company is searching for a Senior Administrative Assistant. The chosen applicant will be performing key administrative tasks and ensuring smooth operations within the team. This is a hybrid role.

An international real estate, investment, and capital management organisation, this company provides a range of investment management services to businesses across the world.

Keywords:

事務, アシスタント, サポート, 不動産, 金融, 投資, 外資系

Job Ref: 8GBL16

Responsibilities:

- Support Property Manager and coordinate with external PM companies, checking invoices, construction documents, and payments
- Input property management data into the SAP system, check documents, and manage filing
- Work closely with team members to monitor task progress
- Support the review of PM reports and related documents
- Provide administrative support, including arranging meetings, car rentals, and visitor coordination
- Translate documents as needed and liaise with internal teams and overseas offices

Requirements:

- Bachelor's degree or above in real estate, finance, business, or any related sector
- More than 3 years of related work experience
- Skilled in MS Excel
- Native level Japanese; professional level English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.