



【英語を活かす】チームアシスタント/ Team Assistant

グローバル製造会社にて、(Job title)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

グローバル製造会社

Job ID

1546778

Industry

Electronics, Semiconductor

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

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

Refreshed

July 18th, 2025 00:00

General Requirements

Career Level

Entry Level

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

A global manufacturing company is searching for a Team Assistant. The selected applicant will be managing invoices, distribution lists, and translation support. This is a long-term haken hybrid role.

A global company manufacturing heating, ventilation, and air conditioning systems. This includes the development and production of advanced climate control technologies for residential, commercial, and industrial applications.

Keywords:

サポート, 事務, アシスタント, メーカー, 外資系

Job Ref: NPDP3D

Responsibilities:

- Manage invoices and process through Ariba and MFZ

- Manage distribution lists and serve as the point of contact for automatic DL issues
- Help the Translation team arrange interpretation and create captions for pre-recorded seminars and webinars
- Arrange interpreters for Digital meetings
- Act as secondary contact for KUDO translation services
- Schedule Digital Team meetings and maintain the shared OneNote page for APAC DT
- Join weekly digital connects and track action items
- Update membership lists for APAC Digital and Japan Digital Teams pages

Requirements:

- Experience using any HR management system
- Experience as a team assistant
- Native level Japanese (JPLT N1); business 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.