



企業受付 / Receptionist ※外資系Tech会社担当

外資大手企業が職場です

Job Information

Hiring Company

Drake Business Services Japan K.K.

Job ID

1559636

Division

総務

Industry

Temp Agency, Outsourcing

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

3 million yen ~ 4 million yen

Work Hours

シフト制 ※①8:45-17:21, ②9:14-17:50, ③8:45-17:50 ※残業・夜勤無し

Holidays

完全週休二日制（土日祝）

Refreshed

September 26th, 2025 15:46

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

★アピールポイント

- ・お手持ちの黒ジャケット、スカート/パンツを着用いただきます(スカーフを着けていただきます)
- ・ 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(試用期間後)

=====

企業受付 / Receptionist ※外資系Tech会社担当※

=====

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, Slack. Basic English communication skills is required.

Specific responsibilities include, but are not limited to:

- Work at Reception desk and greet visitors including visitor registration
- visitor appointment registration
- Act as first point of contact to visitors and staff and assisting their needs and requests
- Maintain cleanliness & tidiness of reception area
- Manage meeting room bookings
- Meeting room keys handling
- Receiving, sorting, and redirecting daily emails

Required Skills

Required skills :

- Reception service
- English conversation (email, greetings, etc.)
- Basic PC operation (mainly e-mail, excel, word, Slack)

Company Description