



企業受付 外資系金融機関 <丸の内エリア>

フランス大手金融の日本法人

Job Information

Hiring Company

Drake Business Services Japan K.K.

Subsidiary

外資系金融機関 企業受付業務 <丸の内エリア>

Job ID

1352231

Industry

Temp Agency, Outsourcing

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Yamanote Line, Tokyo Station

Salary

Negotiable, based on experience ~ 4 million yen

Refreshed

June 7th, 2023 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

- o Create a comfortable, welcoming and hospitable experience for employees and their guest.
- o Boost agility in the workplace by managing up-to-date visitor information.
- o Handle internal & external calls and correspondence.

- o Anticipate client needs through observation to create memorable experiences.
- o Manage stationery requisition and related inventory management.
- o Adhoc responsibilities assigned by Workplace Manager and Customer Services.
- o Foster a sense of community and create happiness at work for our team, our client and their guest.
- o Creating a welcoming environment for clients, (internal/external) customers by providing authentic, caring and timely service. Visitor Management
- o Provide personable and efficient visitor registration services.
- o Ensure regulatory compliance in managing visitor access through clients Visitor Management Systems (VMS).
- o Enhance safety and security of facility by management of visitor movement.
- o Execute emergency response plan to ensure safety of client and guest when necessary. Concierge Services
- o Deliver concierge service with local expertise and insider knowledge.
- o Manage transportations request from visitors and employees. Conference Meeting Room Booking
- o Assist & educate client to achieve optimization and efficiency for meeting room bookings.
- o Enhance user comfort and services by efficient turnaround of meeting rooms.
- o Plan experiences and community events within and beyond the office, that unite people and inject fun into the workplace.

Required Skills

- o 2- sector or related professional area
- o Prior experience to manage meeting room services is an advantage
- o Diploma from an accredited institute
- o Task Skills
- o Proficiency with Microsoft Word, Excel and PowerPoint.
- o Good command of verbal and written English
- o Personal Skills
- o Ability to meet tight schedules and deliver high quality of work
- o High level of communication and interpersonal skills

Company Description

Drake Business Logistics is an exclusive Asia-Pacific representative of Swiss Post Solutions, supporting a diverse clientele with people, process, and technology solutions across the information logistics chain.

With a presence spanning six global finance sectors, our story began in 2012 with a partnership between two leading global brands – Drake International and Swiss Post Solutions.

With a century of combined expertise, Drake Business Logistics is uniquely positioned in our market as a vendor-neutral partner capable of driving innovation and efficiency across all facets of the information management lifecycle.

With a guiding objective of efficiency through alignment of process and technology, Drake Business Logistics takes on complete management of non-core business functions to reduce cost whilst freeing your internal resources.

Drake Business Logistics is recognized as the market leader in each region we operate – growing our presence beyond Australia to encompass the Philippines, Japan, Korea, Singapore, and Taiwan.