



【フルリモート】EA Position @ International SaaS Company

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1473664

業種

インターネット・Webサービス

会社の種類

外資系企業

雇用形態

契約

勤務地

東京都 23区

給与

時給制 ~ 経験考慮の上、応相談

時給

1900

更新日

2024年05月08日 02:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Job Responsibilities

1. Travel Arrangements

- ① Handle travel arrangements for managers including all land/air transfers and hotel accommodations domestically and internationally
- ② Provide support to other leadership when necessary

2. Expense Management /Budget Management

- ① Prepare accruals/forecast budgets and process managers' expense reports for Domestic and International trips

3. Schedule Management

- ① Manage, prioritize, and coordinate schedules for conference calls, internal meetings, and events
- ② Plan and execute arrangements, including arranging for logistic requirements in any meetings, such as booking meeting rooms and conferencing numbers, sending invites, arranging for AV facilities, ordering food/drink, and distributing meeting materials
- ③ Collect and prepare presentation materials to be used during meetings
- ④ Manage division events including regular/ad hoc team meetings, celebrations, team building, and engagement events as requested

4. Visitor Arrangements

- ① Plan & provide support to visitors from overseas in partnership with other Executive Assistants (Agenda preparation, scheduling meetings, arranging transportation, meals & drinks, etc.).
- ② Perform administrative duties responsibly and confidentially including documentation, filing & mailing.

スキル・資格

Requirements

- Experience in secretarial /assistant duties for at least 3-5 years at global companies
- Able to use necessary programs (G-Suite, Zoom, MS Word, Excel, PowerPoint)
- Excellent communication skills both in Japanese & English (business level)
- Translation skills – building relationships and partnerships with global team members as well as Executive Assistants and other functions
- Able to handle multiple tasks with accuracy and sense of urgency
- Being helpful and willing to support others

会社説明