



【英語を活かせる】Billing Assistant / Secretary in Legal 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

1474138

業種

法律事務所

雇用形態

正社員

勤務地

東京都 23区, 千代田区

給与

450万円 ~ 500万円

勤務時間

Mon~Fri 09:15~17:30

更新日

2024年05月13日 00:00

応募必要条件

職務経験

1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

Salary: 4.5M to 5M annually (No bonus scheme)**Working Hours:** Monday to Friday, 9:15am to 5:30pm**Overtime:** Average overtime ranges from 0 to 15 hours per month and is excluded from salary calculations**Probation Period:** 6 months**Office Attendance:** During the probation period, 5 days are required in the office
Afterward, a hybrid model of at least 3 days in the office will be implemented (subject to change)**Key Responsibilities:**

- Proficiency in numerical tasks and willingness to tackle new challenges

- Intermediate or above proficiency in Excel, including the ability to use basic formulas and understand formulas within templates
- Understanding of Lookup functions (VLOOKUP) and Math functions (SUMIF) to discern referenced data, even if unable to set them up independently
- Ability to format quotations as per team instructions
- Capability to input formulas outside of personal templates

Language Proficiency:

- Mid-level English proficiency is sufficient; high proficiency is not required

スキル・資格

1. **Numerical Proficiency:** Strong aptitude with numbers and comfortable handling various numerical tasks.
2. **Excel Proficiency:** Intermediate or above proficiency in Microsoft Excel, including the ability to:
 - Use basic formulas such as SUM, AVERAGE, and IF statements.
 - Understand and apply Lookup functions (VLOOKUP) and Math functions (SUMIF).
 - Input formulas outside of personal templates.
 - Format data and documents effectively.
3. **Adaptability:** Willingness to embrace new challenges and adapt to changing work environments or requirements.
4. **Communication Skills:** Clear and effective communication skills, particularly in English, to collaborate with team members and follow instructions accurately.
5. **Attention to Detail:** Meticulous attention to detail to ensure accuracy in tasks such as formatting quotations and inputting formulas.
6. **Time Management:** Ability to manage time efficiently to meet deadlines and handle potential overtime hours.
7. **Teamwork:** Capability to work collaboratively within a team environment, supporting colleagues and contributing to shared goals.
8. **Problem-Solving Skills:** Capacity to identify issues, analyze situations, and propose solutions, particularly in the context of Excel tasks and formatting requirements.
9. **Organizational Skills:** Strong organizational skills to manage workload effectively, prioritize tasks, and maintain productivity.
10. **Commitment to Learning:** Desire to continuously improve skills and knowledge, particularly in the context of Excel proficiency and legal administrative tasks.

会社説明