



【即日可能】アシスタント・セクレタリー@外資法律事務所

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

1490800

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

時給制

時給

2300円 + 交通費

勤務時間

9:15am to 5:30pm

更新日

2024年11月08日 19:00

応募必要条件

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

Legal Secretary

We are looking for a candidate who can provide a professional service as a legal secretary at this very well-respected international law firm in Tokyo. This particular role will require a candidate who is fully fluent in Japanese and English, self-motivated and is meticulous with details. The candidate must be able to handle a wide variety of tasks supporting an extremely busy team of lawyers and function well under pressure.

MAIN RESPONSIBILITIES

- Managing schedules and making appointments / travel arrangements for a team of lawyers
- Preparing and processing expense reports
- Creating, amending, formatting documents and presentations
- Preparing and supporting client events
- Preparing complex monthly invoices involving liaising with other offices in order to meet the deadline
- Other related tasks to invoicing and billing

スキル・資格

REQUIREMENTS

- Excellent communication skills in oral and written native Japanese and fluent English (TOEIC 850+)
- Advanced Outlook, Word, Excel and PowerPoint skills
- Good with numbers and details
- Team player and flexible attitude
- Able to work independently
- Able to work under pressure
- Able to do overtime as required

会社説明