

**【英語必須】 オフィスマネージャー・秘書****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**

1490864

**業種**

電力・ガス・水道

**会社の種類**

中小企業 (従業員300名以下) - 外資系企業

**外国人の割合**

外国人 半数

**雇用形態**

派遣

**勤務地**

東京都 23区

**給与**

時給制

**時給**

2200円 + 交通費

**勤務時間**

9:00~18:00

**更新日**

2024年10月25日 00:00

**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**

ネイティブ

**最終学歴**

大学卒： 学士号

**現在のビザ**

日本での就労許可は必要ありません

**募集要項**

Closest Station: Tokyo Station

Job Type: Haken

Hiring Background: increase personnel

Department: Office Management and Communication

Working Hours: Mon~Fri 9:00~18:00

Working environment: Young company looking to grow their team in Japan

Job Contents:

Executive Assistant Duties:

- Manage Co-Head of Japan's schedule, including arranging meetings and appointments.
- Expenses and travel management
- Meeting arrangement with external clients/visitors for Co-Head of Japan

Office Manager Duties:

- Oversee facilities planning and coordinate the supportive services for the office such as visitors' registration, mail distribution, courier and building pass access.
- Responsible for the safe keeping of office equipment, warranty period and servicing.
- Manage stationery and pantry supplies efficiently and support the efficiency of the workplace by adopting Go Green initiatives and minimizing wastage.
- Organize meetings of the assigned department including booking of meeting rooms, VC facility and refreshments when required. Arrange travel booking when required.
- Verifying invoices relating to general office - stationery, couriers, travel etc. before forwarding to Finance for payment.
- Ordering of business cards, festive gifts, flowers for special occasions when required.
- Consolidation of monthly activity reports from departments and distribution to the floor.
- Facilitate and administer other office duties as needed
- Coordinate external events/exhibitions
- Arrange office events, such as offsite meetings and events

Personality of Co-Head of Japan

- Driven individual looking to expand her team
- Moves fast and clear with her expectations from her team
- Comes into the office everyday
- Japanese Female who speaks fluent English

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会社説明