



【フルリモート】Part time EA-外資IT（Saas）大手会社

フルリモート

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

1534861

業種

ソフトウェア

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 半数

雇用形態

パートタイム

勤務地

東京都 23区, 千代田区

給与

時給制 ~ 経験考慮の上、応相談

時給

09 : 00 - 13 : 00 (Flex Time)

勤務時間

4 hours a day

休日・休暇

[勤務日] 月～金、週5日

更新日

2025年08月13日 08:00

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

流暢

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

日本での就労許可が必要です

募集要項

Country manager: Male. Japanese

Secretary, manager, etc., experience

(社内日本語英語両方使用、グローバルと英語でやり取り発生)

Employment style: Long-term Haken

Work style: Full remote OK

Start time: 1st.May

Hiring Back ground: Current Haken Staff leaves (relocates abroad for family reasons)

Work time: 4 hours/Day (09:00-13:00) or 10:00-14:00

Location: Tokyo, Chiyoda City, Marunouchi

You will work with a passionate and dynamic IT team in a fast-growing company.

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.

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

Pay Rate

2100/H-2250/H (to be decided based on skills)

会社説明