



CR/095091 | Office Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメント シンガポール

求人ID

1538168

業種

ビジネスコンサルティング

雇用形態

契約

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:13

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

ビジネス会話レベル

最終学歴

短大卒：準学士号

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

COMPANY OVERVIEW

Our client is one of the largest passenger railway companies in Japan. Established in 1987 after the privatization of Japanese National Railways, JR East operates an extensive network primarily serving the Kanto and Tohoku regions. The company is headquartered in Shibuya, Tokyo, and is known for its innovative services like the Suica contactless smart card.

JOB RESPONSIBILITIES

- Management the staff to operate Assisting creating business plan
- Tracking business KPI with management
- Considering of business solutions
- Accounting and Invoice management check invoice.
- Communication with other team for the project.
- Customer survey
- Manage day-to-day operations of the space.

- Proactively review and improve daily service.
- Ensure the space is well-maintained, organized, functional, and comfortable.
- Develop and maintain a vibrant community.
- Address members' concerns.
- Handle technical issues (printer, internet connectivity, coffee machine, etc.).
- Managing mail and package deliveries.
- Managing meeting room bookings.

JOB REQUIREMENTS

- Management experience
- Proficiency in English.
- Experience in customer service.
- Have a cheerful mind and good sense of hospitality Basic Microsoft Office skills (Excel, Word, PowerPoint).
- Be a team player who can readily handle a fast-paced work environment.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

会社説明